CUSTOMER SUPPLY CENTER ORDER

(See instructions on reverse)

DATE

If limited quantities are used, local reproduction is authorized. Otherwise obtain supplies from the National Forms and Publications Center.

FOR CSC USE ONLY

	1. ITEM NUMBER-NIIN *(Last 7 digits of NSN)*	2. ITEM DESCRIPTION	3. UNIT OF ISSUE	4. QUANTITY	5. UNIT PRICE	6. EXTENDED PRICE ESTIMATED
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
				7. ESTIMATED TOTAL COST		

8. REMARKS

9a. SIGNATURE AND TITLE OF APPROVING OFFICIAL	9b. TELEPHONE NUMBER	9c. DATE
10a. SIGNATURE OF PERSON SUBMITTING ORDER	10b. TELEPHONE NUMBER	10c. DATE
11. CUSTOMER ADDRESS	12. ACTIVITY ADDRESS CODE	
	13. AGENCY ACCESS CODE	
	14. FAX NUMBER	

INSTRUCTIONS FOR COMPLETING GSA FORM 3542

Please type or print clearly. You may locally reproduce any additional copies of this form. Mail or fax your SIGNED, ORIGINAL ORDER FORM to the Customer Supply Center shown on front of the form. DO NOT use this form to confirm telephone orders.

Item No.	Description
1.	Copy last seven digits of the NSN for the desired item exactly as they appear in the CSC Catalog in boldface type. Only the last seven digits are needed.
2.	Short description of item as found in catalog.
3.	Use the Unit of Issue as it appears in the CSC Catalog.
4.	Enter the quantity you wish to purchase. For each item, the quantity must not exceed the maximum order quantity (MOQ) as published in the CSC Catalog. Excessive quantities will be reduced to the MOQ or less.
5.	Enter the price per item as found in the catalog. Actual price may vary slightly from those found in the catalog.
6.	This field is provided for your convenience. The extended price is calculated from multiplying the Quantity by the Unit Price.
7. - 10c.	Self-explanatory.
11.	Enter the location of the agency preparing the order and the name of the person submitting the order.
12.	Fill in your six digit Fedstrip/Milstrip activity code as it appears on your GSA Form 3525.
13.	Fill in your three digit code as you did on your GSA Form 3525. This identifies you as an authorized user of the CSC.
14.	Enter the Fax number, used by the ordering office, the CSC should use to respond back on an order.