

ORDER SHEET

6a. ORDER GENERAL: SUPPLY/EQUIPMENT REQUEST DETAILS						17. Logistics Section: Fulfillment <small>NOTE: To be completed by the Level/Entity that fills the request (OA EOC, Region, State).</small>						
Item #	Priority ³	Detailed Specific Item Description: Vital characteristics, brand, specs, diagrams, and other info <small>(Type of Equipment, name, capabilities, output, capacity, Type of Supplies, name, size, capacity, etc.)</small>	Product Class <small>(Ea, Box, Cs, Pack)</small>	Items per Product Class	Quantity ² Requested	Expected Duration of Use:	Quantity			Tracking #	Estimated Time of Arrival <small>(Date & Time)</small>	COST
							Approved	Filled	Back-Ordered			
Suggested Source(s) of Supply; Suitable Substitute(s); Special Delivery Comment(s):						Deliver to/Report to POC (Name/Title/Location/Tel#/Email/Radio#)						

² QUANTITY: Number of individual pieces of equipment or boxes, cases, or packages of supplies needed .

³ PRIORITY: (E)mergent <12 hour (RIMS:FLASH/HIGH), (U)rgent >12 hour (RIMS: MEDIUM) or (S)ustainment (RIMS: LOW)