



## **ISSUING PROPER ORDERS**

## ORDER FORM SF 1449 (OR EQUIVALENT)

## ORDERS MAY BE ISSUED IN MANY MANNERS SOME BASICS TO FOLLOW TO AVOID DELAYS AND MODIFICATIONS

- ORDERS issued directly to MAXON c/o participating DEALER
- CORRECT CAGE CODE 1QKD6
- INCLUDE Contract Number GS-28F-0013K
- INCLUDE shipping and installation requests
- INCLUDE delivery address
- INCLUDE government contact information (phone / fax / email)
- INCLUDE contracting officers name and direct contact information (phone / fax / email)
- INCLUDE all issuing pages of the order / contract from the government entity (ALL PAGES)
- MAXON to do all invoicing (unless otherwise specified and approved in advance by MAXON and the government)

## **CREDIT CARD ORDERS**

- COMPLETE MAXON federal government credit card order form and fax to MAXON
- COMPLETE credit card number / expiration date
- INCLUDE signature of government card holder