
Instructions

Use the tab key to move from field to field, when filling in the PDF file.

Complete only the fields necessary for your contract. All other fields may be left blank.

Indicate with a check mark whether POD or BPOL shipments are being made.

For POD and/or BPOL quantities, indicate the total quantity shipped that day to all POD or BPOL locations. When quantities ship via freight , small package carrier, and/or another method, type "various" under MODE.

The Item field refers to the products short title. Examples: F 941 (for Form 941), I 720 (for Instruction 720)

Revision refers to the revision date on the form. Examples: 1999; Rev. 06-1998

Mode refers to the type of transportation used —

Examples of acceptable input are:

SPC (small package carrier),

Freight

Air shipments

Domestic mail

Various (for POD/BPOL shipments)