**Order Checklist for GSA and Open Market**

GSA Order Checklist

Include GSA Contract # 47QSMS24D0039

Teaming Agreement (if dealer direct)

Items on GSA Price List

Confirm Pricing on GSA Price List

Color Selections

Quote Copy (if applicable)

Dealer Contact Information

**\*Mixed** items may be on same PO when “Open Market” indicated on open market line items

Federal Open Market Order Checklist

Include “Open Market” (not GSA contract number)

Confirm current pricing on Safco Price Lists

Color and material selections

Quote Copy (if applicable)

Agency PO or signed quote to be eligible for Dealer Service Payment

Freight Fee as line item (<$1500 net - UPS $25/LTL $150)

Dealer Contact Information

**\*\*ALL submissions are to be sent to** [**gsaorders@safcoproducts.com**](mailto:gsaorders@safcoproducts.com) **\*\***

**Orders Should be made out to:**

Safco Products Co.

9300 West Research Center Road

New Hope, MN 55428

Email for order submission:

[gsaorders@safcoproducts.com](mailto:gsaorders@safcoproducts.com)

Payment Address:

Safco Products Co.

PO Box 856548

Minneapolis, MN 55485-6548

**Government Contacts:**

Yvonne Moore – Government Business Development Manager

P: 763-536-6788

[YvonneMoore@safcoproducts.com](mailto:YvonneMoore@safcoproducts.com)

Kelly Overstreet– Government Specialist

P: 763-536-6796

[KellyOverstreet@safcoproducts.com](mailto:KellyOverstreet@safcoproducts.com)