
INSTRUCTIONS

Form 2333 X, *SPEC Supplemental Order Form*

When ordering please follow these guidelines (orders may be shipped in multiple shipments).

- 1- Enter today's date (mm/dd/yy).
- 2- Enter the name of the person receiving the order. **(Required)**
- 3- Enter the daytime telephone number of the person receiving the order.
- 4- Enter the date needed (mm/dd/yy).
- 5- Enter the delivery location (Organization Name/Bldg./Room/Floor)
if needed.
- 6- Enter the complete mailing address only. (i.e. 1234 Main St. or
PO Box 1234). Mail stop or Floor number should be in box 5. **(Required)**
- 7- Enter city. **(Required)**
- 8- Enter state. **(Required)**
- 9- Enter ZIP code. **(Required)**
- 10- Give the last date order can be accepted (mm/dd/yy).
Note: Back-ordered products will cancel after this date.
If product(s) is (are) still needed, you must reorder.
- 11- Check appropriate F 2333 this order supplements. **(Required)**
- 12- Enter Order Point Number (five digits). **(Required)**
- 13- SPEC contact name. **(Required)**
- 14- SPEC contact telephone number. **(Required)**
- 15- Alternate SPEC contact and telephone number. **(Required)**

* Only products **NOT** listed on either the F 2333 TE or F 2333 V will be processed on this order blank. Ensure that you have checked the latest revisions of the F 2333 TE or F 2333 V before completing this form.