

All catalog items and related shipping charges are provided on a cost recovery basis by the USDI BLM. Prices are adjusted February 1 each year.

NFES numbers are assigned to identify/order all catalog items. Each item has a unique NFES number.

GBK performs an annual inventory in January, during which ONLY orders for active incidents are processed. GBK continues to process and ship all orders until the inventory begins, however, to ensure that an order is processed and shipped it must be submitted by the "ordering cut-off date" (typically mid-December). **Please call GBK Supply Office at (208) 387-5104 in early December to verify the "ordering cut-off date"**. Normal processing resumes once inventory is completed.

## Ordering Procedure

Mail or Fax orders to:

USDI-BLM Great Basin Cache Supply Office  
National Interagency Fire Center  
3833 S. Development Avenue  
Boise, ID 83705

Questions? Supply Office 208-387-5104

**PHONE ORDERS NOT ACCEPTED**

**FAX: 208-387-5573/5548**

Use the order and/or credit card forms provided in this catalog or *any other forms* that contain the following **required information**:

- **Shipping Address: Do not use a P.O. Box address.**
  - Company/agency title.
  - Contact person and phone number.
- **Payment method: Do not send payment (cash, check or money order) with the order.**
  - **Credit card:** Visa, MasterCard, Discover, Amex accepted.
  - **Invoice:** company/agency title  
invoice/accounts payable address (if different from shipping address).  
office reference/order number (if applicable).
- **Shipping method: Best Means (normally 2 weeks) or Overnight (normally 48 hours).**
  - Shipping is **FOB Origin** (shipping charges are in addition to order cost).
  - Shipping charges are "cost-recovery". The cost to ship to the destination is the exact shipping charge billed.
  - GBK may provide a "rough" estimate for shipping costs prior to processing an order; however, it would be a courtesy only and not an oral contract or obligation for actual charges.
- **Item Information:**
  - **NFES (item) number.**
  - **Brief item description/title.**
  - **Quantity ordered & unit of issue:** The unit of issue in this catalog is each (EA) or package (PG).

## Credit Card Procedure

Questions? Supply Office 208-387-5104

- All ordering units may use credit cards.
- Federal agencies, private individuals, university/college bookstore contractors, and military units must use credit cards. Orders from these groups are not processed without credit card information.
- *For privacy and security, credit card information needs to be separate from the order form.* Refer to the credit card form provided in this catalog.
- Orders billed to a credit card will not allow for "back-ordered" items. You will need to reorder if an item is out of stock. Please see "Comments" on the "issue"/packing slip.
- The cardholder signature authorizing the purchase is required; therefore, GBK cannot take credit card information over the telephone. This information must be faxed or mailed with the order.
- If the credit card account is declined by the bank for any reason, GBK Supply Office will contact the cardholder by telephone. The cardholder will have three days to respond and/or resolve the issue. If after three days the matter has not been resolved, the order will be subject to cancellation and the items would then have to be reordered.

## Invoice Procedure

Questions? Billing/Collection 208-387-5521

- Contact the purchasing office of your agency/unit for office reference/order number verification if necessary.
- A *USDI BLM Bill for Collection* is sent within 21 days of order receipt. Payment is due within 30 days of bill date. Payment may be made by check, money order, or credit card. Backup documentation is provided for reference and itemization purposes.
- The cost of the items ordered and the shipping charge(s) will appear on the bill.
- GBK reserves the right to refuse orders from any agency/unit with past due balances over 90 days old until payment has been received in full. Submission of an order to GBK is an agreement to pay for all costs incurred by the USDI BLM to provide these materials. These costs include any and all shipping charges regardless of whether such costs were included on the original ordering/purchasing document. It is the responsibility of the person ordering the materials to assure that all requirements have been met for their payment offices. Credit cards may become mandatory for any agency/unit that is found to be consistently difficult to collect from.
- GBK is not responsible for the validity of any order received.

## Shipment Receipt Procedure

Questions? Supply Office 208-387-5104

- Items are shipped with an packing slip. Immediately verify that all items listed on the computer packing slip are enclosed.
- Note the "Comments" on the packing slip for information about back-orders, items not carried or discontinued, or any other specific information about your order. If there are questions once you receive the order, please refer to the "issue number" on the packing slip when calling GBK Supply Office.

## Return Procedure

Questions? Supply Office 208-387-5104

- Please refer to the "issue number" in your correspondence when returning items. Items ordered from this catalog may be returned for credit within 30 days of receipt **ONLY** if they have not been used and are still a viable item stocked by GBK. Discontinued or obsolete items will not be credited.
- Returned items on credit cards will be credited to the credit card originally charged.
- Credit for returned items on invoiced orders will be applied to a subsequent order whenever possible within the current year. If no subsequent order or a specific request for credit received, a refund check will be issued by U.S. Treasury. This action is avoided due to the cost that reverts back to the Federal Government.

## Evaluation

If you have comments or suggestions that would benefit the overall distribution program, mail the comments to: Great Basin Cache Manager, National Interagency Fire Center, 3833 S. Development Avenue, Boise, Idaho 83705.

Mail or fax this suggested order format or your own form to: USDI-BLM Great Basin Cache Supply Office @ National Interagency Fire Center, 3833 S. Development Ave., Boise, ID 83705. FAX: 208-387-5573.

**DATE:** \_\_\_\_\_

**SHIPPING ADDRESS: *The order will not be processed if address incomplete/or PO Box given.***

Company/Agency Title: (required) \_\_\_\_\_

Shipping Address: (NO P.O. Box) \_\_\_\_\_

Business

Residential

City, State, Zip: \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

**SHIPPING CHOICE: choose one**

*Shipping is FOB Origin: shipping charges are the responsibility of the office ordering the materials.*

OVERNIGHT (FEDERAL EXPRESS) Requested date for overnight delivery \_\_\_\_\_

*Overnight shipments are normally sent within 48 hours upon receipt of order.*

*Contact person and phone number required.*

BEST MEANS *Most economical method that is normally sent within 2 weeks upon receipt of order.*

*If less than 200 pounds: FEDEXGround; if more than 200 pounds: ground freight*

**PAYMENT CHOICE: choose one**

CREDIT CARD

Type of credit card:  VISA  DISCOVER  MASTERCARD  AMERICAN EXPRESS

*Do not write credit card information on this or any order form. Send credit card form with your order*

*form. To secure credit card information, the credit card form is retained separately from the order.*

INVOICE

*If applicable, your office reference number/order number--*

**INVOICE ADDRESS (PO Box/mailling address)**

Company/Agency Title of the party responsible for payment (required): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

***I authorize this order for materials. I understand that the submission of this order constitutes an agreement that I (customer) will make payment for the items ordered and the associated shipping charges.***

**AUTHORIZED BY** (signature)

	NFES	ITEM DESCRIPTION	QUANTITY	PRICE	TOTAL
1					
2					
3					
4					
5					
6					

Suggested Ordering Format Continuation Page

page 2 of Your Office Reference Number/Order Number (if applicable):

	NFES	ITEM DESCRIPTION	QUANTITY	PRICE	TOTAL
7					
8					
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Suggested Ordering Format Continuation Page

page 3 of Your Office Reference Number/Order Number (if applicable):

	NFES	ITEM DESCRIPTION	QUANTITY	PRICE	TOTAL
39					
40					
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43					
44					
45					
46					
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UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
NIFC GREAT BASIN AREA CACHE  
3833 S. DEVELOPMENT AVE.  
BOISE, ID 83705  
FAX NUMBER (208)387-5573

**CREDIT CARD INFORMATION (MAIL OR FAX WITH ORDER)**

To protect credit card information, please complete the following information and submit with the copy of your order. **DO NOT PUT CREDIT CARD INFORMATION ON YOUR ORDER FORM.** Mail or fax the order and this page to the Great Basin Cache Supply Office. The Great Basin Cache requires the use of Visa / MasterCard / Discover / Amex for all orders placed by federal agencies, private individuals, university/college bookstores, and military organizations ordering from the Part 2: Publication Catalog. Orders received from these groups without the credit card information will not be processed. If you have any questions please call the Great Basin Cache Supply Office at (208)387-5104. **PLEASE NOTE: ORDERS BILLED TO A CREDIT CARD WILL NOT ALLOW FOR "BACK ORDERED" ITEMS. YOU WILL NEED TO REORDER IF AN ITEM IS OUT OF STOCK.**

*Information collected from this form may be subject to the requirements of the Privacy Act (5 U.S.C. 552a). This form is used solely as a method of payment for goods and/or services provided to federal agencies, businesses, and private individuals by the Bureau of Land Management at the National Interagency Fire Center. The information collected will be stored in a secure location with access limited to those employees designated as Collection Officers. Any information that we collect may be subject to disclosure, but will be handled in accordance with the requirements of the Privacy Act and the Freedom of Information Act to ensure the greatest protection of personal privacy in the face of any required disclosure. Except as might be required by law, we do not share any information we receive with outside parties.*

DATE: \_\_\_\_\_

\_\_\_\_\_  
**CARD HOLDER NAME (please print)**

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**CITY / STATE / ZIP CODE**

\_\_\_\_\_  
**TELEPHONE #**

American Express ( )  
DISCOVER ( )  
VISA ( )  
MASTERCARD ( )

**CREDIT CARD NUMBER**

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**EXPIRATION DATE (MO/YR)**

\_\_\_\_\_  
**CARD HOLDER SIGNATURE (REQUIRED)**

Title 18 U.S.C. Section 1001, makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious or fraudulent statement or representations as to any matter within its jurisdiction.