

**STATE APPOINTMENT CALENDAR ORDER**

Toll Free 1-800-964-3214

DGS OSP 600 (Rev. 01/2020)

Access the updated version of this form (DGS OSP 600), via the OSP Fulfillment Services website:

<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/osp600.pdf>**SUBMIT ORDERS via one of the options outlined below:**

1. Online: Web Storefront  
<https://www.webstore.osp.dgs.ca.gov/WSFdir/Companies/OSP101/storefront.aspx> (Preferred Option)
2. Email: FSFormsOrders@dgs.ca.gov
3. Mail: Office of State Publishing, Attention: Fulfillment Services, 885 Riverside Parkway, West Sacramento, CA 95605

**DO NOT SEND DUPLICATE ORDERS.** Orders submitted via multiple options risk being duplicated.**STATE APPOINTMENT CALENDAR ORDERING INFORMATION**A package of 10 appointment calendars can be purchased for \$10. *Shipping charges will be applied.*

Enter <b>Quantity of Packages</b>	<b>\$10.00</b> x _____ =	Enter <b>Total Amount</b>	\$ _____
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Due to the high volume of state calendar orders received, please allow up to 30 business days for shipments to arrive.

<b>IMPORTANT NOTE:</b> UNSIGNED ORDERS AND THOSE WITHOUT BILLING CODES WILL NOT BE PROCESSED					
<b>ORDER DATE:</b>	<table border="1" style="width: 100%;"> <tr> <th style="width: 50%;">REQUIRED</th> <th style="width: 50%;">FULFILLMENT SERVICES USE ONLY</th> </tr> <tr> <td>5-Digit Agency Billing Code:</td> <td>ADDRESS ID #:</td> </tr> </table>	REQUIRED	FULFILLMENT SERVICES USE ONLY	5-Digit Agency Billing Code:	ADDRESS ID #:
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5-Digit Agency Billing Code:	ADDRESS ID #:				
<b>SHIP TO DEPARTMENT:</b>	<b>SIGNATURE OF PERSON AUTHORIZING THE ORDER</b>				
<b>OFFICE:</b>	<b>AUTHORIZING PERSON'S NAME: (PRINT OR TYPE)</b>				
<b>ADDRESS: (NO PO BOXES)</b>	<b>CONTACT PERSON'S NAME:</b>				
<b>CITY, STATE, ZIP CODE:</b>	<b>CONTACT PERSON'S EMAIL ADDRESS:</b>				
<b>PICK-UP ORDER SCHEDULE CONFIRMATION</b> Customer Name: _____ Date and Time: _____	<b>CONTACT PERSON'S PHONE NUMBER:</b>				
<b>SPECIAL SHIPPING INSTRUCTIONS:</b>					