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|  | FORMS AND RECORDS MANAGEMENT SERVICES (FRMS)**Forms Request**Type or print clearly. | 1.Use a separate request form for each supplier: **Order forms marked with an (X) from the Fulfillment Center on-line only at** [**www.prt.wa.gov**](http://www.prt.wa.gov)**.** Other DSHS forms are available through Forms and Records Management. Mail your forms request to Mail Stop 45805, PO Box 45805, Olympia WA 98504-5805; or email it to Millie Brombacher at brombma@dshs.wa.gov.  Check the FRMS Intranet website at <http://forms.dshs.wa.lcl/> and the Internet site at <https://www.dshs.wa.gov/fsa/forms> for your forms. |
| 2. REQUESTING OFFICE (MUST INCLUDE MAIL STOP) |
| **USE A SEPARATE FORM FOR EACH “SHIP TO” LOCATION.** |
|  SHIP TO:3. Name of office or organization:  4. Mail Stop:  5. **ATTN:** 6. Telephone number:  7. Fax number:   | 8. STREET ADDRESS (PO BOX IS UNACCEPTABLE) Street address:   City:  State: **WA** Zip Code:   |
| **9.****LINE NO.** | **10. FORM NO.** | **11. QUANTITY****WANTED** | **12. FORM TITLE OR ITEM DESCRIPTION** |
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| 13. OTHER INSTRUCTIONS |
| 14. NAME OF REQUESTOR | 15. TELEPHONE NUMBER | 16. DATE |