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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](mailto: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** | | | | |
| **1** |  | |  |  | | | | |
| **2** |  | |  |  | | | | |
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| **15** |  | |  |  | | | | |
| **16** |  | |  |  | | | | |
| 13. OTHER INSTRUCTIONS | | | | | | | | |
| 14. NAME OF REQUESTOR | | | | | 15. TELEPHONE NUMBER | | | 16. DATE |