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# 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.
- 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.
- 7- Enter city.
- 8- Enter state.
- 9- Enter ZIP code.
- 10- Give the last date order can be accepted (mm/dd/yy).  
  
Note: Back-ordered products will cancel two days before this date.  
  
If product(s) is (are) still needed, you must reorder.
- 11- Check appropriate F 2333 this order supplements.
- 12- Enter Order Point Number five digits only.
- 13- SPEC contact name.
- 14- SPEC contact telephone number.
- 15- Alternate SPEC contact and telephone number.

\* Only products **NOT** listed on either the F 2333 V or F 2333 TE 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.