



HHS Supply Service Center
Perry Point, MD 21902

Dear Customer,

Thank you for your interest in the HHS Supply Service Center. The HHS SSC is a full service medical supply center, providing pharmaceuticals, medical and dental supplies to federal health care activities worldwide. We maintain an inventory of approximately 7000 different line items, which is a result of our firm commitment to customer demands, service and satisfaction.

To set up a general account for your agency the Supply Service Center requires a request in writing on your agency letterhead and the completed attached document in order to serve you.

The Supply Center is requesting that all State Department Embassy orders be processed for payment through a government credit card. This decision was made because of the financial difficulties encountered in processing and reconciling payments on the Overseas Embassy accounts. This policy is being implemented on all orders in order to continue providing you with quality, timely, and cost effective supply services, especially during these critical times. We appreciate your business and Thank You for your cooperation and understanding in this matter.

If you have any questions or any if any additional information or service is needed, please do not hesitate to call me at (410) 642-2244, FAX (410) 642-2616.

Steven Pearson
Director

Agency/Office Name:

Department:

Complete Ship To Address:

Point of Contact:

Telephone Number:

FAX Number:

E-Mail Address:

Copies of DEA Registration Form (Required for Purchase of Class II-V Controlled Drugs)

ACCOUNTING INFORMATION

Bill To Address:

Fiscal Point of Contact:

Telephone Number:

FAX Number:

PAYMENT METHOD: (check one)

1. Credit Card

- Credit Card Number: _____
- Exp Date of Card: _____
- Authorized Credit Card Holder's Name: (as it appears on the credit card) _____
- Per Order Limit: \$ _____
- 30 Day Purchase Limit: \$ _____
- Credit Card Billing Address: (as it appears on credit card statement)

2. OPAC ALC# (Agency Locator Code) _____

3. Check

4. EFT (wire)