

ACKNOWLEDGEMENT OF ORDER FORM

ORDERING ELIGIBLE USER: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

**Contractor Must Select the Correct Notification Type Below
(Select Only One Type)**

Order Confirmation Notification:

Purchase Order Number [Insert P.O. Number] _____, was received on ##/##/####.

In accordance with State of Florida, State Term Contract Number XXX-XXX-XX; Motor Vehicles, Section 3.14, the order was placed with the Manufacturer on ##/##/#### and assigned the following Manufacturer's Production Number(s):
[Insert Manufacturer's Production Number(s)]

We anticipate Delivery to your Delivery Location on or about ##/##/####.

Manufacturer's Cutoff Notification:

Purchase Order Number [Insert P.O. Number] _____, was received on ##/##/####.

In accordance with State of Florida, State Term Contract Number XXX-XXX-XX; Motor Vehicles, Section 3.14; ordered Commodity Code(s) [Insert full Commodity Code(s)]

has/have been subject to a Manufacturer's Production Cutoff on ##/##/####, etc., and is/are not currently available. Per the Contract terms and conditions, we notified the Florida Department of Management Services, Division of State Purchasing of the Manufacturer's Production Cutoff Date(s) on ##/##/####, etc., which can be verified by the Contract Manager.

Note: The Contractor must select the Order Confirmation Notification option above unless they have reported a specific Manufacturer's Production Cutoff per Section 3.12, Manufacturer's Last Order Date and Vehicle Change, to the Department of Management Services, Division of State Purchasing. Should the Contractor improperly notify an Eligible User of a Production Cutoff, it will be grounds for the termination of the Contract.

For any correspondence, please reference your Purchase Order Number or the Production Number.

CONTRACTOR: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SIGNATURE: _____ Date: _____

ADDITIONAL COMMENTS (IF ANY): _____

Attachment K
03-25100000-A Motor Vehicles

Note to Contractor: This form must be accurately and completely completed with specific information, numbers, dates, signature, etc. Adjustments to the form or alternate forms are not acceptable.