

# Request for Documents or Publications

Submit Completed Form to: [Forms.Orders@Otda.ny.gov](mailto:Forms.Orders@Otda.ny.gov)  
Social Service Districts May Also Order Online: <http://formorders/>

**Delivery Address** *(Complete address)*

**We recommend that you establish a re-order point to ensure sufficient quantities are on hand to meet your needs. Please order documents in numerical sequence and specify quantities in number of forms NOT number of boxes. Allow 3 weeks for processing and shipping of your order.**

<b>Form Number</b>	<b>Form Title</b>	<b>Quantity Requested</b> <i>(Number of Forms)</i>	<b>Quantity Shipped</b> <i>(Number of Forms)</i>
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**Agency Submitting Request**

**Requestor Name**

**Email Address** *(Required)*

**Phone Number**

**Date Submitted**

**Shaded Area to be Completed by Document Services Staff**

**Cost Center Code**

**Date Filled**

**Filled by**