



## INSTRUCTIONS

### I. GENERAL

- A. A report period is from the first through the last day of a calendar month, notwithstanding that the ordering period applicable to a requirements contract may not coincide with these dates.
- B. Contractors shall report on each new order received during the report period, and each order shown in a preceding report as not completely shipped. If no orders are on hand during a report period, a negative report shall be submitted.
- C. A separate report shall be submitted for each plant location.
- D. Contractors shall continue to furnish reports after the expiration of the contract period until all shipments required under the contract have been made.

### II. SPECIFIC ENTRIES

- A. Block 1. Insert mailing address of the office assigned responsibility for the administration of the contract (unless preprinted).
- B. Blocks 2, 4, and 5 are self-explanatory.
- C. Block 3. Insert city and State. If the contractor has more than one plant in the same city, insert complete address.
- D. Insert page numbers in the spaces provided.
- E. Columns 6(a) through 6(d) are self-explanatory.
- F. Columns 7(a) through 7(c). These columns apply only to contracts which include an "Availability for Inspection and Testing, and Shipment" (or Delivery) clause. Entries are not required in these columns if the contractor is authorized to ship the supplies under a Quality Approved Manufacturer Agreement.
- G. Column 8. Insert date based on the time for shipment/delivery provisions of the contract, or in accordance with any authorized extensions of time for shipment or delivery.  

(NOTE: If the contract includes a "Monthly Supply Potential" (MSP) clause and the contractor has exercised his option thereunder to extend the shipping/delivery time with respect to the acceptance of orders for quantities exceeding his MSP, entries in this column showing extended due dates shall be asterisked and briefly explained below in the space provided for remarks.)
- H. Column 10. If a partial shipment is made, but the unshipped quantity is within the limitation of the "Variation in Quantity" clause of the contract, and if the contractor does not intend to include the unshipped quantity with a future shipment, insert a zero or "none."
- I. Certification. The certification is required only on the first page of each monthly report.

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### REMARKS