

Stamp and Trace Requisition Form

Ministry of SaskBuilds and Procurement
 Maintained by: Corporate and Commercial Services Division

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This form should be used to request stamps and/or place a trace mail order.

Stamp Order		
Order Quantity	Stamp Denomination	Cost
*Shipping and Handling Fee		\$15.00

TOTAL _____

*Shipping and Handling fee of \$15 per order will be added to cover shipping and handling costs.

Trace Mail Order		
Order Quantity		Cost
	@\$25.00 for 10	

TOTAL _____

*Trace Mail forms are only available in multiples of 10. Pouches are included with the trace mail order.

Ordered by

Contact Name

Ministry

Address

City/Postal Code

Phone

X

Authorized Signature

For information or assistance please contact:
 Ministry of SaskBuilds and Procurement
 Mail Services
 110 Henderson Drive, Regina, Saskatchewan, S4N 5V5
 Phone: 306-787-6897 Fax: 306-787-1873

To submit your order
 E-mail: mailservices@gov.sk.ca