

Wisconsin Department of Administration
Document Sales and Distribution

Ordering Information

Before ordering please review our Document Sales Catalog for the latest information. You may obtain a catalog in many ways. You may call the Document Sales office and it can be sent to you. You may e-mail the Document Sales office at docsales@doa.state.wi.us and one can be e-mailed to you. Or you can find Document Sales Catalog on the Internet in either the MSWord format or the Adobe Acrobat Reader format. Then fill out a Document Sales Order form (DOA-3330), also available in either MSWord format or Adobe Acrobat on the Internet.

Prices shown in the sales catalog do not include sales tax. Wisconsin residents are required to pay 5% state sales tax, unless exempt by law. There will be an additional 0.5% county sales tax and a 0.1% or 0.5% stadium tax, where applicable, unless exempt by law. **Prices may change without notice.** Incorrectly filled out orders are subject to return and delay. Please, call if you need assistance (608-266-3358).

CREDIT CARD ORDERS

The Document Sales Section accepts Visa and MasterCard. You may call, U.S.P.S. mail, or fax your order. Telephone hours are 7:45 am through 4:30 pm Monday through Friday. If mailing or faxing a Document Sales Order Form DOA-3330, (MSWord format or Adobe Acrobat) include the signature of the credit card holder and the expiration date indicated on the card.

MONEY ORDER AND CHECK ORDERS

Complete Document Sales Order form DOA-3330 (MSWord format or Adobe Acrobat) and send with a money order or check payable to:

WI Department of Administration.

STATE AGENCY ORDERS

Complete Document Sales Order Form DOA-3330 (MSWord format or Adobe Acrobat) and use U.S. or Inter-D mail to submit the order to our office. Please include a valid customer use code on the order form.

Mailing Address: Wisconsin Department of Administration
Bureau of Document Services
Document Sales & Distribution

Inter-D Address DOA / 202 S. Thornton Ave / (name) / DocSales /

Information: (608) 266-3358

Phone Orders: (800) 362-7253

Fax: (608) 261-8150

Email: docsales@doa.state.wi.us

Web Site: www.doa.state.wi.us/section.asp?linkid=1

Location: 202 South Thornton Avenue
Madison, WI
(One mile northeast of the State Capitol--just off East Washington Avenue)

Business Hours: 7:45 am to 4:30 pm Monday through Friday



State of Wisconsin
 Department of Administration
 Bureau of Document Services
 Document Sales and Distribution
 PO Box 7840
 Madison, WI 53707-7840
docsales@doa.state.wi.us
www.doa.state.wi.us/section.asp?linkid=1
 DOA-3330 (R12/2002)

RWP Document Sales Order

For Ordering Enforcement Materials for the Rental Weatherization Program Only
 Only certified RWP Inspectors may order Compliance Stamps

To Order:

For further information, please call (608) 266-3358
FAX: (608) 261-8150

Check or money order must be made payable to:
WI Department of Administration

Open Monday through Friday, 7:45 am to 4:30 p.m.

Inter-D Address:

DOA / 202 S. Thornton Ave / (name) / DocSales /

Ordered By: _____

Inspector Certification # _____

Street Address: _____

P. O. Box: _____

City, State and ZIP + 4: _____

Daytime Telephone: (_____) _____

E-mail Address: _____

Stock Number	Quantity	Description	Item Price	Total
SBD-10445-1		RWP Certificate of Compliance Stamps – Single – Non-taxed	\$31.00	
SBD-10445-5		RWP Certificate of Compliance Stamps – 5 Pack – Non-taxed	\$151.00	
SBD-10445-10		RWP Certificate of Compliance Stamps – 10 Pack – Non-taxed	\$301.00	
SBD-10445-25		RWP Certificate of Compliance Stamps – 25 Pack – Non-taxed	\$751.00	
Non-taxable Items Subtotal				
SBD-7114A		RWP Certificate of Compliance Forms – 25 Pack	\$6.00	
SBD-7313A		RWP Field Inspection Report Forms – 25 Pack	\$6.00	
SBD-7366		Informational Brochure For Buyers and Sellers of Rental Properties – 25 Pack	\$6.00	

State Government Customers Only	
General Services Billing Information	
Customer Use Code	
Optional Data	
Optional Order Number	
Authorized Signature:	

All Orders - Handling Charge	\$3.00
Taxable Item Subtotal	
Add 5% state sales tax (WI residents only)	
Add 0.5% WI county sales tax if applicable	
Add 0.1% or 0.5% stadium tax if applicable	
Total of Taxable & Nontaxable Items, Tax & S&H	

Your order is subject to return if there are errors on the order form and/or an incorrect amount due was submitted. Please, call for assistance at (608) 266-3358.

Credit Card Customers	
Long Distance: 1-800-DOC SALE (362-7253) Local: 266-3358	
<ul style="list-style-type: none"> Orders by phone are accepted when purchases are made with VISA or MasterCard Include credit card account number, signature, and credit card expiration date. 	
<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA
Credit Card Number	
Expiration Date (mm/dd/ccyy)	
Signature	

For Office Use Only	
Date (mm/dd/ccyy)	CSR
Order No.	Customer No.
Approval No.	New Exp. Date (mm/dd/ccyy)
Amount Paid	
Payment Type <input type="checkbox"/> CA <input type="checkbox"/> CH <input type="checkbox"/> V/MC <input type="checkbox"/> GSBS <input type="checkbox"/> FR	

This form can be made available in accessible formats to qualified individuals with disabilities. This order form may be reproduced.