



AGENT REQUEST FOR SUPPLIES

TO: Jefferson Lines Date of Request: _____ Agent Fax No: _____

2100 East 26th Street

Minneapolis, MN 55404 Name: _____ Telephone: _____

FAX #: 877-485-3340 Depot City/State: _____ Agency #: _____

Email: supplies@jeffersonlines.com

ITEM NUMBER	NAME OF ITEM	FORM NUMBER	NUMBER IN PACKET	QUANTITY ORDERED
TICKETING SUPPLIES:				
1	Baggage Claim Checks	JL B3-BB	50	
2	Ticket Jackets		100	
3	Prepaid Ticket Order Received	A 217-2	25	
4	Ticket Refund Form	A-212	25	
BAGGAGE SUPPLIES:				
5	Baggage ID Tags		50	
6	Forwarding Bag Tag	BX-33	25	
7	Special Handling Tags	BX-65	25	
8	Lost Baggage Trace/Claim Form (EA)	ALL-64	EACH	
TRIPS SUPPLIES:				
9	Trips Tickets	11 S	1 Box	
10	Trips Baggage Check Carrier (peel-off/sticky)	B-3C	100	
11	Package Express Wire Tags	BX-26	50	
EXPRESS SUPPLIES:				
12	Large Busbill Sleeves	GPX-651	50	
13	Priority shipment stickers		1 Roll	
14	Lot Shipment Stickers	E-3	Roll of 250	
15	Express Trace/Claim Form	NBTA-E23	EACH	
16	Baggage and Express Damage Report	JLBX-6	EACH	
17	Baggage Locator Service	B-34	25	
ACCOUNTABLE FORMS:				
18	Manual Tickets Start # End #	FORM 3	100	
19	Excess Baggage Receipts Start # End #	EB-1	Pad of 25	
20	Baggage/Excess Value Declaration Receipt Start # End #	NBTA – B 32	Pad of 50	
21	Manual Busbills Start # End #		50	
22	Prepaid Ticket Order Sold Start # End #	A 217 -1	25/50	
REPORTING SUPPLIES:				
23	Large Report Envelope		EACH	



TO: DEPOT AGENTS
FROM: AGENCY REPS
SUBJECT: AGENT REQUEST FOR SUPPLIES

Attached is the revised **AGENT REQUEST FOR SUPPLIES** form. Agents should use this form to order ticketing, Baggage, TRIPS, Express(JPX), Accountable, Reporting, and other supplies needed for depot operations. If you are unsure of the item and form number, Jefferson can supply a laminated chart with a picture describing each item and form number. When ordering items that come in packs or pads of 25 or 50, you would order 1 pack or pad. When ordering items labeled EACH, you would order the number you require. Examples of each are shown

ITEM NUMBER	NAME OF ITEM	FORM NUMBER	NUMBER IN PACKET	QUANTITY ORDERED
TICKETING SUPPLIES:				
1	Baggage Claim Checks	JL B3-BB	50	2

**** You are ordering 2 (packs of 50) – Baggage Claim Checks. You will receive 100 Baggage Claim Checks****

32	Unaccompanied Child Form	JLUCF2K	EACH	10
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**** You are ordering 10 Unaccompanied Child Forms. You will receive 10 Unaccompanied Child Forms****

1. Before faxing or emailing your order form, **make and keep a copy for your records.**
2. If you do not receive your supplies within one (1) week of your first submission please resubmit your order and mark it "**2nd Request**"
3. Orders are due by the end of the day **WEDNESDAY** of each week and are shipped every **THURSDAY** of each week.
4. Orders not received by the end of the day **WEDNESDAY** will not be shipped until the **THURSDAY** of the following week.

SUGGESTION: As you use your supplies and you notice you are running low on items, it is a good idea to fill out and fax or email an **Agent Request For Supplies form** right away to ensure you always have needed supplies.

Assigning someone to monitor supply levels is also a good idea.