



## AGENT REQUEST FOR SUPPLIES

TO: Jefferson Lines

Date of Request: \_\_\_\_\_ Agent Fax No: \_\_\_\_\_

2100 East 26<sup>th</sup> Street  
Minneapolis, MN 55404  
FAX #: 877-485-3340

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Depot City/State: \_\_\_\_\_ Agency #: \_\_\_\_\_

Email: [supplies@jeffersonlines.com](mailto:supplies@jeffersonlines.com)

ITEM NUMBER	NAME OF ITEM	FORM NUMBER	NUMBER IN PACKET	QUANTITY ORDERED
<b>TICKETING SUPPLIES:</b>				
1	Baggage Claim Checks - White		50	
2	Baggage Claim Checks - Green		50	
3	Baggage Claim Checks - Yellow		50	
4	Ticket Jackets		100	
<b>BAGGAGE SUPPLIES:</b>				
5	Baggage ID Tags		50	
6	Forwarding Bag Tag	BX-33	25	
<b>MMC SUPPLIES:</b>				
7	Trips Tickets (Zebra Paper)	11 S	1 Box	
<b>ACCOUNTABLE FORMS:</b>				
8	Excess Baggage Receipts Start # End #	EB-1	Pad of 25	
<b>REPORTING SUPPLIES:</b>				
9	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, 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:				
8	White 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\*\***

11	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.**