

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	TRIPS Busbill Sleeves	GPX-651T	50	
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	
24	Supply Requisition Form with Envelope	MCQ	1 with order	
DRIVER SUPPLIES:				
25	Reboarding Pass	631-B	Pad of 50	
26	Driver Run Cards			
27	Driver Pay Envelopes	D-019	Box of 250	
28	Accident / Incident Report Form	D-6	EACH	
29	Request for Time-Off or Request to Work Regularly Scheduled Days Off FORM		EACH	
30	Driver's Expense Report	JC 181 D	EACH	
31	Employee Transportation Request	TF-1	Pad of 25	
OTHER SUPPLIES:				
32	Unaccompanied Child Form	JLUCF2K	EACH	
33	Discovery / 7-Eleven / Ace Hardware Passes		Pad of 25	
34	Jefferson Lines Application for Employment (CDL)	DOT Application	EACH	
33	Jefferson Lines Application for Employment (Non-CDL)	Standard JPLP	EACH	

TO: DEPOT AGENTS

FROM: Kevin John, Director of Sales and Services

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, Driver and other supplies needed for depot operations. Also included in this packet is a laminated chart with a picture describing each item and form number. If you are unsure of the items you need to order, please refer to the picture on the chart. 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 below:

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 e-mailing 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 lease 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 e-mail an **Agent Request For Supplies** form right away to ensure you always have needed supplies when you need them. **Assigning someone to monitor supply levels is also a good idea.**