The following information to be completed by the requester. **Email to Contract Operations; fact@fs.fed.us**		
Agreement number:		
Company Name:		
Name of Requester:		
Title of Requester:		
Host Dispatch Unit:		
Contact Information:	**Phone #:**	**Email:**
Date of Request:		
Issue (Check all that apply):	_ DPL and Ranking _ VIPR _ Records Inspections _ Solicitations _ Equipment Inspections _ Payments _ Agreements/Rollovers _ Other	
Background: *(What brought up this issue?)*		
Comments: *(Current state of the issue and what would you propose as a solution?)*		
Attachments	__ Yes __ No (If Yes, please attach any supporting documentation)	