

Small Package Account Information for Automated Services

UPS Federal Express

- Worksheet must be ***TYPED***.
- Please complete the following worksheet and email to: rita.e.argueta@noaa.gov
- A new shipper account number requires 5-10 business days for activation.

1. OFFICE INFORMATION

STAFF OFFICE:

- USEC - DUS Office of Federal Coordinator for Meteorology Office of Legislative & Intergovernmental Affairs
 Office of Communications Office of General Counsel Office of Program Planning & Integration
 Office of Education Office of International Affairs

CORPORATE SERVICES: CAO CFO CIO AGO WFMO

LINE OFFICE: NWS NMFS NOS NESDIS OAR OMAO

2. LOCATION ADDRESS & CONTACT NAME

(Contractors may not be listed as a contact name.)

Organization: U.S. DEPARTMENT OF COMMERCE
 Location Name: NOAA/
 Address Line: _____ RM/Suite#: _____
 City: _____ State: _____ Zip Code: _____
 Contact Name: _____
 Email: _____ Telephone #: _____

3. BILLING INFORMATION

Contact Name: MARIA EISEL Telephone No.: 301-444-2197
 Organization: US DEPARTMENT OF COMMERCE
 Address Line 1: NOAA FINANCE, RM 2304 SOU2141 Address Line 2: 20020 CENTURY BLVD
 City: GERMANTOWN State: MD Zip Code: 20874-1143 Country: US

4. SHIPPER ACCOUNT NUMBER

(This section will be completed by the NOAA Small Package Program Office.)

UPS: Federal Express:

5. NOAA DEFAULT ACCOUNTING INFORMATION

Agency Location Code: 13-14-0001

Organization Code: - - - - - -

Project Code: Task Number:

Budget Contact Name: _____ Telephone Number: _____