

## ORDERING PROCEDURE

### Ordering Methods:

Ordering agencies are to submit appropriate purchase documents per Contract User Instructions directly to HSB Solutions, Inc. (HSBS-Inc) via one of the following ordering methods:

- U.S. Mail
- Facsimile
- Email

HSBS-Inc's Order Placement Information is as follows:

<b>ORDER PLACEMENT INFORMATION</b>		
<b>U.S. Mail</b>	<b>Facsimile</b>	<b>Email</b>
HSB Solutions, Inc. P.O. Box 631 Rancho Cordova, CA 95741	(916) 369-0443	sales@hsbs-inc.com

Note: When using any of the ordering methods specified above, all State departments must conform to proper State procedures.