



## Short Term Rental Vehicle Order Form

Please email a completed STR Order Form to [GSA\\_Rental@gsa.gov](mailto:GSA_Rental@gsa.gov)

✓ Requestor Name:
✓ Requestor Phone Number:
✓ Requestor Email Address:
✓ Rental Location (complete address & zip required):
✓ GSA Customer Number (e.g. 05-08-00-999999-999):
✓ Agency Name:
✓ Quantities and Types of Vehicles (e.g. 7 - Mid Size Sedans):
✓ Dates Needed (not to exceed 60 days):
✓ Previous Request Number (if extending):
✓ Special Instructions (e.g. vehicle delivery & customer pickup info.):
✓ Mailing Address (If Fuel Cards needed - NO P.O. BOX):

If you have additional questions please contact us at [gsa\\_rental@gsa.gov](mailto:gsa_rental@gsa.gov) or (866) 886-1232