



U.S. General Services Administration



## 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