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D.1 General

All information submitted to the Procuring Contracting Officer (PCO) the Program Manager (PM), the Contracting Officer's Technical Representatives (COTR), or the Ordering Contracting Officer (OCO) shall clearly indicate the contract number, the task order number, and attention to the specific addressee, as applicable.

D.2 552.211-75 Preservation, Packaging and Packing (Feb 1996)

Unless otherwise specified, all items shall be preserved, packaged, and packed in accordance with normal commercial practices, as defined in the applicable commodity specification. Packaging and packing shall comply with the requirements of the Uniform Freight Classification and the National Motor Freight Classification (issue in effect at time of shipment); and each shipping container or each item in a shipment shall be of uniform size and content, except for residual quantities. Where special or unusual packing is specified in an order, but not specifically provided for by the contract, such packing details must be the subject of an agreement independently arrived at between the ordering agency and the contractor.

D.3 Initial and Subsequent Packing, Marking and Storage of Equipment

Equipment delivered under this contract shall be sent to the location specified in the order. If "inside delivery" is specified and the contractor cannot gain access to the specified location, the equipment shall be stored temporarily in a mutually acceptable location.

All initial and subsequent packing, marking and storage incidental to shipping of materials under this contract shall be made at the contractor's expense. Supervision of packing and unpacking of initially acquired materials shall be furnished by the contractor. Such packing, marking and storage costs shall not be billed to the Government.

D.4 Packing List

A packing list or other suitable shipping document shall accompany each shipment and shall indicate:

1. Name and address of the consignor
2. Name and complete address of the consignee
3. Government order or requisition number

4. Government bill of lading number covering the shipment (if any)
5. Description of the material shipped, including item number, quantity, number of containers, package number (if any), and weight of each package

When payment will be made by Government commercial credit card, in addition to the information above, the packing list or shipping document shall include:

1. Cardholder name and telephone number
2. The term "Credit Card"

The credit card number shall not be visible to the public.

D.5 Equipment Removal

All contractor-owned equipment, accessories, and devices located on Government property shall be dismantled and removed from Government premises by the contractor, at the contractor's expense, within 90 calendar days after task order expiration, or as mutually agreed by the Government and the contractor. Exceptions to this requirement shall be mutually agreed upon and written notice issued by the PCO or OCO.