

Official Company Letterhead REQUIRED

(October 13, 2023)

(Contracting Officer Name, as shown on the Purchase Order)

USDA AMS, Commodity Procurement Program
1400 Independence Avenue, S.W. Room 3522
Washington, DC 20250-0239

Not-Later-Than (NLT) Date Waiver Request

We are requesting an extension to deliver later than the contracted NLT date for the following reason(s):

Purchase Order #	Purchase Order Item #	Sales Order #	Sales Order Item #	Original NLT Date	New NLT Date
4100000XXX	7	5000XXXXX	100	00/00/2023	00/00/2023
	8	5000XXXXX	100	00/00/2023	00/00/2023
	9	5000XXXXX	200	00/00/2023	00/00/2023

Sincerely,

Vendor Signature Required

Charlie Williams
Executive Director
John Doe Meats, Inc.

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USDA AMS, Commodity Procurement Program
1400 Independence Avenue, S.W. Room 3522
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Short Shipment Waiver Request

We are requesting a short shipment waiver for **the product shown below** for the following reason(s):

_____.

Material Description	Purchase Order #	Purchase Order Item #	Sales Order #	Sales Order Item #	Actual Pounds Contracted	Actual Pound Shipped
Salmon Fillet	4100000XXX	2	5000XXXXX	100	40,020 lbs.	38,000 lbs.

Sincerely,

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Executive Director
John Doe Meats, Inc.

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Processing & Supplier Plant / Shipping Point Waiver Request

We are requesting a (processing plant / supplier plant/ shipping point change) for the following reason(s): _____.

Purchase Order #	Purchase Order Item Number #	Revised Plant / Point
4100000XXX	1	John Doe Meats 787 Parks Road Brighton, NE 27779

Use the table that best suits your request.

Entire Purchase Order	Purchase Order #	Revised Plant / Point
	4100000XXX	John Doe Meats 787 Parks Road Brighton, NE 27779

Sincerely,

Vendor Signature Required

Charlie Williams
Executive Director
John Doe Meats, Inc.

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Waiver Request of Commodity Specification Requirement

We are requesting a waiver for the product listed below which does not meet the specification requirements of the contract for the following reason(s):

Material Description	Purchase Order #	Purchase Order Item #	Sales Order #	Sales Order Item #	Original Cases / Lbs.	Non-Compliant Cases/ Lbs.
Apples	410000XXX	44	500XXXXX	100	40,020 lbs.	38,000 lbs.

Use the table that best suits your request.

Entire Purchase Order	Purchase Order #
	410000XXX

Sincerely,

Vendor Signature Required

Charlie Williams
Executive Director
John Doe Meats, Inc.