

FLAG REQUEST FORM

Flags can be ordered and/or picked up at:

Mail your flag request form and check to:

Facility Management Division
431 North Salisbury Street
Raleigh, North Carolina 27603

Facility Management Division
ATTN: Flag Request
1313 Mail Service Center
Raleigh, North Carolina 27699-1313

Telephone Number: 919-733-3514

Completed flag requests can also be electronically mailed to: flag.request@doa.nc.gov

Flags will not be mailed until payment is received.

Check and Money Order accepted. Cash must be exact amount.

Make check payable to the NC Department of Administration and send to above mailing address

| | | | |
|-----------------|--|-------------------|--|
| Name: | | Telephone: | |
| Address: | | Email: | |

| | |
|---|----------------------|
| <p>Please indicate if you want the flag(s) flown over the State Capitol in the order form below. A certificate can also be provided at no additional charge. Complete the "Presented To:" block. Attach additional sheet if needed.</p> | Presented To: |
|---|----------------------|

| Available Nylon Flag Sizes | Cost Per Flag | Quantity Needed | Cost | Fly Flag (Y/N) | Date to Fly (If Applicable) |
|----------------------------|---------------|-----------------|------|----------------|-----------------------------|
| UNITED STATES FLAG | | | | | |
| 2' X 3' | \$12.12 | | \$ - | | |
| 3' X 5' | \$16.42 | | \$ - | | |
| 4' X 6' | \$21.66 | | \$ - | | |
| 5' X 8' | \$36.37 | | \$ - | | |

| | | | | | |
|----------------------------|---------|--|------|--|--|
| NORTH CAROLINA FLAG | | | | | |
| 2' X 3' | \$14.07 | | \$ - | | |
| 3' X 5' | \$19.36 | | \$ - | | |
| 4' X 6' | \$29.25 | | \$ - | | |
| 5' X 8' | \$44.61 | | \$ - | | |

| | | | | |
|----------------------|---------|--|---------------|--|
| FLAG SUBTOTAL | | | \$ - | If shipping address is different than above, please include here: Name: |
| FLAG CASES | | | | |
| 3' X 5' | \$40.00 | | \$ - | |
| 5' X 8' | \$50.00 | | \$ - | Name: |
| CASE SUBTOTAL | | | \$ - | |
| ORDER TOTAL | | | \$0.00 | |

| POSTAGE & HANDLING | Cost | Quantity | Cost | Address: |
|-----------------------------|-----------------|----------|---------------|-----------------|
| 2' X 3' | \$1.50 per flag | | \$ - | |
| All other sizes | \$3.50 per flag | | \$ - | |
| 3' x 5' Case | \$4.50 per case | | \$ - | |
| 5' x 8' Case | \$5.50 per case | | \$ - | |
| SHIPPING SUBTOTAL | | | \$ - | OFFICE USE ONLY |
| COMPLETE ORDER TOTAL | | | \$0.00 | Receipt # |
| | | | | C/C |

(Flag + Case + Shipping)

Received By _____

Date _____