Sample Waiver Request Templates

October 21, 2015

The waiver templates are suggested samples for vendor use when submitting a request. The information requested is specific to each sample, thus the areas highlighted in red text identify where the required information should be entered by the vendor. Vendors may copy or cut & paste the language and /or table into their own company letterhead. The samples include the following:

- Not-Later-Than (NLT) Date Waiver Request—Page 2.
- Short Shipment Waiver Request—Page 3.
- Processing & Supplier Plant / Shipping Point Waiver Request—Page 4.
- Waiver Request of Commodity Specification Requirement—Page 5.

NOTE: The sample Purchase Order below identifies where one can find the requested information.

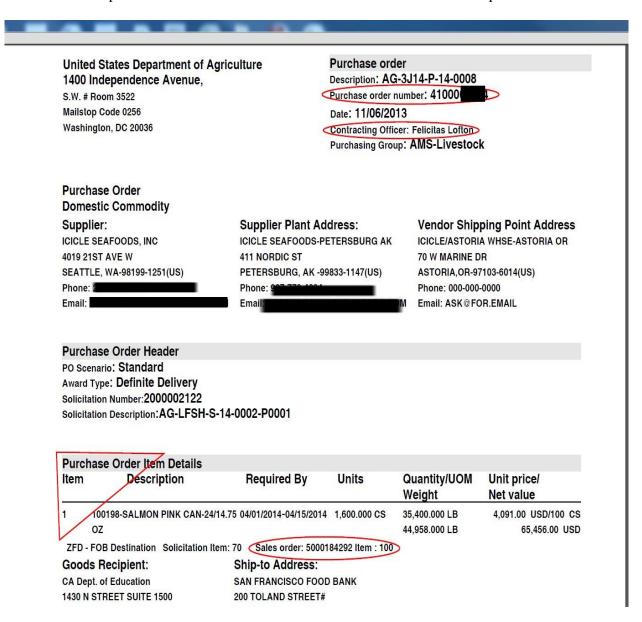


Figure 1.

[October 28, 2014]

[Contracting Officer Name, As Shown on the Purchase Order]

USDA AMS, Commodity Procurement 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	00/00/2014	00/00/2014
	8	5000XXXXX	100	00/00/2014	00/00/2014
	9	5000XXXXX	200	00/00/2014	00/00/2014

Sincerely,

Vendor Signature Required

Michael Rowe Executive Director John Doe Meats, Inc.

[October 28, 2014]

[Contracting Officer Name, As Shown on the Purchase Order]

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

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	Sales Order #	Sales Order	Actual Pounds	Actual Pound
		Item#		Item #	Contracted	Shipped
Pork Picnic	4100000XXX	2	5000XXXXX	100	40, 020 lbs.	38,000 lbs.

Sincerely,

Vendor Signature Required

Michael Rowe Executive Director John Doe Meats, Inc.

[October 28, 2014]

[Contracting Officer Name, As Shown on the Purchase Order]

Commodity Procurement USDA AMS Contracting Branch Room 3522 Washington, DC 20250-0239

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

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

Sincerely,

Vendor Signature Required

Michael Rowe Executive Director John Doe Meats, Inc.

[October 28, 2014]

[Contracting Officer Name, As Shown on the Purchase Order]

Commodity Procurement USDA AMS Contracting Branch Room 3522 Washington, DC 20250-0239

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.
Blueberries	4100000XX X	44	5000XXXX X	100	40, 020 lbs.	38,000 lbs.

Entire Purchase Order	Purchase Order #		
	4100000XXX		

Sincerely,

Vendor Signature Required

Michael Rowe Executive Director John Doe Fruit, Inc.