

**ORDER LETTER**

DATE \_\_\_\_\_

**KEEPRS**

**1000 South Benton Dr  
Suite 420  
Sauk Rapids, MN 56379**

Dear KEEPRS,

**RE: Purchase of GLOCK pistols and Law Enforcement Magazines**

\_\_\_\_\_ **(agency) is requesting to purchase the following:**

<b>Qty</b>	<b>Model</b>	<b>Sight</b>	<b>Trigger</b>	<b>Notes</b>
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**These Items are being purchased by the Agency, for the Agency and will be for Law Enforcement use only!**

**Agency Purchase Order:**

**I have provided the original ink signed copies of the following documents:**

**Order Letter signed by a Lieutenant or higher AND printed on Department Letterhead**

**Federal Excise Tax Exemption Form**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_