



Federal Relay - Task Order Process¹ (*direct-billing*)

The Federal Agency's Designated Agency Representative (DAR) and/or Contract Officer (CO) will need to complete and submit the two forms (#1 and #2) as follows:

Step 1: Form #1 – Task Order

Complete your agency's specific **Task Order Form**, or use **GSA's Standard Form 1449 or Optional Form 347** which can be downloaded at www.federalrelay.us in your web browser in the "Task Order" tab. Both forms have been "pre-filled" and all you need to do is update the "red" sections.

Step 2: Form #2 – Billing Contact Information

Complete the Sprint – Federal Relay **Billing Contact Information Form** (*Included in the OF347 and SF1449 documents on the last page*)

Step 3: Submission

- Both forms (Task Order and Billing Contact Information) need to be submitted to Sprint via email at FederalRelayTaskOrders@sprint.com.
- If all documents are completed and in order, it will take Sprint up to 90 days to set up the Agency direct-billing account.

For Further Information

- Federal Relay and/or contract, go to www.federalrelay.us, call Federal Relay Customer Service at 1-800-877-0996 (Voice/TTY) or email federalrelay@sprint.com (for general inquiries) or FederalRelayTaskOrders@sprint (task order/ contract)
- Questions about change from "centralized" to "direct" billing, contact GSA – Federal Relay Program Office at (703) 306-6308 or patricia.stevens@gsa.gov

¹ Note: The above Task Order process is subject to change at any time.