

*****Sample Letter To Order NFA Firearms*****

(Copy onto your Law Enforcement Agency Letterhead)

Date: (Enter)

Joseph J. Rusin MD
Northwest Ohio International
5750 West Alexis Road
Sylvania, OH 43560

Dear Dr. Rusin:

This is an order for:

(Enter quantity, manufacturer, model, and caliber for the firearm(s) your agency wishes to order, examples shown, only list those firearms you wish to order):

Quantity _____ Manufacturer _____ Model _____ Caliber _____

Quantity _____ Manufacturer _____ Model _____ Caliber _____

at a price agreed upon with Northwest Ohio International. The agreed price includes all insurance and shipping costs, to the *(name of your Law Enforcement Agency)*.

The number of sworn full-time officers in the *(enter the name of your Law Enforcement Agency)* is _____. These officers are authorized to make arrests and carry firearms in the performance of their duties.

The order is being paid for with funds which our office is authorized to use under the law for the acquisition of equipment. This/these firearm(s) will be the property of the *(enter the name of your Law Enforcement Agency)* and is/are not being acquired for the purpose of resale or transfer, and it will be used to carry out official responsibilities and duties.

The telephone contact number for the *(enter the name of your Law Enforcement Agency)* is *(Area Code xxx plus Number xxx-xxxx, Ext. xxx if applicable)*.

Enter the name of your Law Enforcement Agency.

_____ (Signature of the Chief Law Enforcement Officer,
i.e. Sheriff, Constable, or Chief of Police)

Title: _____

Address

City, County, State, Zip Code

