



**City of Williamsburg Finance Department**

401 Lafayette Street  
 Williamsburg, VA 23188  
 Phone (757) 220-6180  
 www.williamsburgva.gov

**ORDER FORM  
 CIGARETTE TAX STAMPS**

BUSINESS NAME:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
CONTACT PERSON:	PHONE NUMBER:	EMAIL:
FED TAX ID #:	ACCOUNT #:	

THE ABOVE-NAMED APPLICANT HEREBY APPLIES TO CITY OF WILLIAMSBURG FINANCE DEPARTMENT FOR THE FOLLOWING NUMBER OF ROLLS OF CIGARETTE TAX STAMPS:

QUANTITY	STAMPS	ROLL TAX VALUE	TAX VALUE
	ROLL (15,000 stamps @ \$0.40 each)	\$6000.00	
		Less 4% discount	
		<b>TOTAL TAX DUE</b>	

SHIPPING INSTRUCTIONS	
COURIER NAME: FEDEX	ACCOUNT #:
EXPRESS PACKAGE SERVICE: FEDEX FIRST OVERNIGHT      FEDEX PRIORITY OVERNIGHT      FEDEX STANDARD OVERNIGHT	
SHIPPING INSURANCE REQUIRED? YES /      NO	SHIPPING INSURANCE AMOUNT:
AUTHORIZED SIGNATURE:	

OFFICE USE ONLY	
DATE ORDER RECEIVED:	DATE STAMPS MAILED:
SERIAL/BOX NUMBER:	AMOUNT PAID:
SHIPPING/TRACKING #:	