Attachment

2026 State Capitol Tree
Ornament Shipping Form
(THIS FORM MUST BE INCLUDED IN PACKAGE WITH ORNAMENTS)

Please email the total number of boxes or envelopes shipped and any tracking number(s) to info@dds.ca.gov.

Send ornaments to arrive by November 12, 2026:

Department of Developmental Services
Attn: CAPITOL TREE ORNAMENTS
1215 O Street, MS 9-10
Sacramento, CA 95814

PROGRAM NAME: _____

CONTACT PERSON'S NAME: _____

PHONE: _____ EMAIL: _____

***Packaging*: If the ornaments are fragile, please pack them appropriately for rough shipping. Carefully package ornament hangers so they do not become tangled during shipment.**

TOTAL NUMBER OF ORNAMENTS ENCLOSED: _____
(no more than 100, please)

BRIEFLY DESCRIBE ORNAMENTS SHIPPED (e.g. 12 paper plate & plastic candy ornaments, or 85 laminated...):

_____

_____

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