FIRST SUPPORTS

MATERIAL REQUISITION

Client Details :	Date :	Requisition No. :
Delievery Location :		
Requested by :		
Notify receipt to :		
Required date of delivery :		

ITEM	DESCRIPTION	QTY.	UNIT

Special Instructions:	TOTAL COST
	DISCOUNT
	P. O. VALUE

AUTHORIZED MANAGER _____ NAME _____ SIGNATURE _____ DATE

SUPPLIERS' QUOTATIONS COMPARISON

(for F.S use only)

	Supplier 1	Supplier 2	Supplier 3
Promised Delivery			
Payment Terms			
COST			
Selected	☐	☐	☐

_____ F.S _____ DATE

P. O. No. :