COMPANY NAME

123 COMPANY STREET
COMPANY CITY, ST 12345

RECEIVING REPORT

RR #0135

PARTICULARS:
To request replenishment of stocks from the warehouse

RR DATE
Jun 06, 20XX

REF. NO.
PO0135

SUPPLIER ABC

SHIP TO: 123 COMPANY STREET
COMPANY CITY, ST 12345

ITEM	QTY	PRICE	TOTAL
Item 1	500	P175	P87,500
Item 2	450	150	P67,500
Item 3	300	450	P135,000

Sub-Total P258,928.57
VAT 12% 31,071.43
Total P290,000

PREPARED BY:

NAME / TITLE / DATE

APPROVED BY:

NAME / TITLE / DATE

THIS QUOTATION IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

1. Delivery will be made within [DAYS] days following [COMPANY NAME] receipt of payment.
2. Delivery will be made f.o.b. [COMPANY NAME] facility.
3. The general terms and conditions of purchase at [WEBSITE LINK OR REFERENCE TO ATTACHMENT] apply to this quotation contract.
4. This quotation may be accepted to form a binding contract upon any one of the following options:
    a. Signature below and payment to [COMPANY NAME] for the items listed in this quote prior to the expiration date.

AGREED AND ACCEPTED:

NAME	TITLE	DATE

b. Issuance of a purchase order to [COMPANY NAME] referencing this quote and the terms and conditions herein prior to the expiration date above.

AGREED AND ACCEPTED:

NAME	TITLE	DATE