COMPANY NAME
123 COMPANY STREET
COMPANY CITY, ST 12345

PURCHASE REQUEST

PR #0135

PARTICULARS:
To request replenishment of stocks from the warehouse

PREPARED DATE
Jun 06, 20XX

ITEM	QTY	PRICE	TOTAL
Item 1	500	P175	P87,500
Item 2	450	P150	P67,500
Item 3	300	P750	P225,000
			P380,000

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.

    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