COMPANY NAME

123 COMPANY STREET
COMPANY CITY, ST 12345

CHECK VOUCHER

CV #0135

PARTICULARS:
To request replenishment of stocks from the warehouse

CV DATE
Jun 06, 20XX

REF. NO.
SI0135

CHECK NO.
41011

SUPPLIER ABC

SHIP TO: 123 COMPANY STREET
COMPANY CITY, ST 12345

ACCOUNT	DEBIT	CREDIT
Accounts Payable	P287,410.71	
Cash in Bank		P287,410.71
	Total	**P287,410.71**

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