

Project details								
<p><b>[Project Name]</b></p> <p><i>[Sub-Project, Phase, etc.]</i></p>	<p><b>Date:</b> <i>[dd/mm/yyyy]</i></p>							
	<p><b>Requisition #:</b> <i>[ref. no.]</i></p>							
	<p><b>WBS ID:</b> <i>[WP123abc]</i></p>							
	<p><b>Requisitioner:</b> <i>[your full name]</i></p>							
	<p><b>Contact details:</b> <i>[your phone &amp; email]</i></p>							
Item	UOM	QTY						
<i>[description of material, service, scope]</i>	<i>[m, ton, pcs. ...]</i>	<i>[1,234]</i>						
<p><b>Specifications:</b> (techn. details)  <i>[provide as much as possible details such as dimensions, capacities etc., continue on separate page if necessary and attach dwgs. etc. if available]</i></p>								
<p><b>Requirements:</b> (grade of quality)  <i>[describe as detailed as possible the required grade of quality such as finishings etc., continue on separate page if necessary]</i></p>								
<p><b>Expectations:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><b>Preferred/approved supplier:</b></td> <td style="width: 60%;"><i>[ABC Supply Co.]</i></td> <td style="width: 20%;"><b>earliest delivery</b> <i>[dd/mm/yyyy]</i></td> </tr> <tr> <td><b>Place of delivery:</b></td> <td><i>[project site]</i></td> <td><b>latest delivery</b> <i>[dd/mm/yyyy]</i></td> </tr> </table>			<b>Preferred/approved supplier:</b>	<i>[ABC Supply Co.]</i>	<b>earliest delivery</b> <i>[dd/mm/yyyy]</i>	<b>Place of delivery:</b>	<i>[project site]</i>	<b>latest delivery</b> <i>[dd/mm/yyyy]</i>
<b>Preferred/approved supplier:</b>	<i>[ABC Supply Co.]</i>	<b>earliest delivery</b> <i>[dd/mm/yyyy]</i>						
<b>Place of delivery:</b>	<i>[project site]</i>	<b>latest delivery</b> <i>[dd/mm/yyyy]</i>						
<p><b>Remarks:</b></p>								
<p><b>Attachment:</b> (drawings, data sheets, etc.)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">1 <i>[dwg. Number...]</i></td> <td style="width: 50%;">4</td> </tr> <tr> <td>2</td> <td>5</td> </tr> <tr> <td>3</td> <td>6</td> </tr> </table>			1 <i>[dwg. Number...]</i>	4	2	5	3	6
1 <i>[dwg. Number...]</i>	4							
2	5							
3	6							
Approval & Registration:								
<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>						
Name: <i>[your full name]</i>	Name: <i>[QA/QC]</i>	Name: <i>[Project Mngr.]</i>						
Date: <i>[dd/mm/yyyy]</i>	Date:	Date:						
Sign:	Sign:	Sign:						
<p><b>Document control:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Rcvd.:</td> <td style="width: 33%;">Reg.:</td> <td style="width: 33%;">Subm.:</td> </tr> </table>			Rcvd.:	Reg.:	Subm.:			
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