

WAREHOUSE SUPPLY REQUEST

Validate repeat demand before inventory, pricing or availability is confirmed.

1 Business contact

BUSINESS

CONTACT

EMAIL

PHONE

2 Repeat need

☐ Boxes / cartons

☐ Tape / stretch wrap

☐ Labels / mailers

☐ Pallets

☐ Gloves / bags

☐ Janitorial

☐ Other warehouse supplies

ITEM NAMES, PACK SIZES, BRANDS AND ACCEPTABLE SUBSTITUTIONS

3 Volume and delivery

TYPICAL QUANTITY

FREQUENCY

DELIVERY AREA

CURRENT PROBLEM, TIMING AND SPECIAL REQUIREMENTS