



INTERNAL SERVICES QUOTE DELIVERY INFORMATION PF122

Please specify all details clearly to ensure your request is delivered to you correctly.

Delivery Contact & Address:

Name: _____

Phone: _____

JOB# _____ *(office use only)*

Department: _____

Room #/ Level: _____

Building/Site: _____

Additional Information: *(if required)*

Terms & Conditions:

Please be aware that all ordered goods that are not part of the Central Store Catalogue are NON-RETURNABLE once ordered.

It is imperative to ensure that all information you have provided is correct.

A RISQ form is to be completed prior to any order being placed and must be accompanied with this form to ensure the goods are sent to the correct delivery location.