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This Procedure is for all Company Personal

Procedure on Material Request Forms to be Filled out

1. Single Sheet 8 1/2" x 11" Material Work Sheets are to be filled out legibly for all orders from Large & Bid Jobs. Then turned in to Warehouse Manager for Pulling, Ordering, Pricing in -house items, using as delivery log and logging in spread sheets as needed before being turned in for filing.

2. Yellow & Pink Duplicate Sheets are to be filled out Legibly for all Work order type Jobs (service, schools, etc.) that are Logged in the Work Order Book.

3. Instructions on filling our duplicated material sheets:

If you have Multiple Work Orders use separate sheets for each job and turn in your yellow copy with Work Order # on it, then place the pink copy in your work order when job is complete, Fill Out and turn in.

4. Please make sure all items requested on form are completed, i.e. date, your name, job number, job name, qty, description and date needed by.

By Filling these Forms out Correctly you will save time on Job Billing's and Procuring Parts for Jobs.

Thanks for your Corporation on filling these out
properly

Warehouse and Office Management