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**Stock Request Form**

CUSTOMER INFO

Date: Click or tap to enter a date. Customer Acct #: Click or tap here to enter text.

Requested By: Click or tap here to enter text. Customer Email: Click or tap here to enter text.

PRODUCT INFO

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Product Manufacturer: |  | | | | | | | |
|  |  | | | | | | | |
| Product: | Click or tap here to enter text. | | | Description: | | | Click or tap here to enter text. | |
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|  | | | | | | | | |
| Monthly Usage: | Click or tap here to enter text. | | | Unit of Measure: | | | Click or tap here to enter text. | |
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| Will product replace a currently purchased SSS product? | | | | | | Yes | | No |
| If Yes, which product? | | | Click or tap here to enter text. | | | | | |
| Stock in Warehouse Location: | | | | | 100 | 300 | | |
| Product # | | Click or tap here to enter text. | | | Description: | Click or tap here to enter text. | | |
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| --- | --- | --- | --- |
| Shared Service Systems (SSS) agrees to stock the above product(s) according to the accounts estimated monthly usage. Requesting account agrees to use product brought into stock for them and will notify SSS in advance when they will discontinue using the product.  IN THE EVENT STOCK IS NOT USED IN ITS ENTIRETY OR EXPIRES, SSS IS AUTHORIZED TO INVOICE FOR THE REMAINING AMOUNT. | | | |
| Agreed By: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| Initial P.O. #: | Click or tap here to enter text. |  | |

FOR SSS INTERNAL USE ONLY

|  |  |  |  |
| --- | --- | --- | --- |
| Date Product Ordered: | Click or tap to enter a date. | P.O. #: | Click or tap here to enter text. |
| Date Product Received: | Click or tap to enter a date. | SSS Stock #: | Click or tap here to enter text. |
| Date Customer Notified: | Click or tap to enter a date. | Warehouse: | Click or tap here to enter text. |
| Sales Rep: | Click or tap here to enter text. | Sales Rep Email: | Click or tap here to enter text. |

Phone: 402.536.5303 Fax: 402.346.0932 Toll Free: 800.228.9976