

Order Requirement Template

To assist us in our order processing, we would appreciate if you could provide us with the following information for all orders:

Your Contact Information

First Name

Last Name

Phone Number

Mobile Number

Email Address

Department

Function

Reseller Information

Company

Purchase Order #

Delivery Address (not a PO Box)

Part Code(s) and Quantities

Pricing

Quote Reference Number (if we have provided one to you)

Quick Procure Number (if you have requested that we hold the stock for you)

End-user Details

Company Name

Company Street Number

Company Street Name

Suburb

Postal Code (for Physical address)

City

Region

Country

Other (Building/ Level etc)

Ship to Contact First Name

Ship to Contact Last Name

General Company Phone Number

Extension

General Company Fax Number

Industry

Once completed, please return this template to sales.nz@comstor.com