Procurement Request Template

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- [ ] Product name and intended use:
- [ ] Detailed specifications (dimensions, materials, standards, colours):
- [ ] Required quantity and unit of measure:
- [ ] Target delivery country and city:
- [ ] Required delivery date or timeline:
- [ ] Packaging and labelling requirements:
- [ ] Quality documents required (datasheets, test reports):
- [ ] Target budget (optional):
- [ ] Preferred Incoterms, if known:
- [ ] Contact person, company and email:

General template for planning purposes only. It is not legal, regulatory, engineering or financial advice.