

SUPPLY MANAGEMENT DIVISION

CUSTOMER PICK-UP RECORD

DATE / TIME NOTIFIED >	Todays Date	
CONTACT PERSON >	John Doe	← Person who requested the merchandise
CONTACT TELEPHONE >	496-9126	← Requesters telephone number
BUILDING # >	6011	← Bldg where merchandise will be picked up
ROOM # >	1234	← Room where merchandise is located
INTERNAL ORDER # >		REQUISITION # >
PROJECT # >	124351	TASK > 1
EXPENDITURE ORGANIZATION >	hnc7	EXPENDITURE TYPE > 266L
DATE OF REQUISITION >		
SHORT STOCK >		
LINES >	12.1	
QUANTITY RECEIVED >	100sl	← Quantity ordered
PICKUP TYPE >	<input type="checkbox"/> DAMAGED STOCK	Please fill out 1 return sheet per stock item to be returned. Fax completed form to 301-480-8875. Secure your copy to the box of the items being returned.
	<input checked="" type="checkbox"/> RETURN FOR CREDIT	
	<input type="checkbox"/> PICKUP AND EXCHANGE	
	<input type="checkbox"/> PICKUP ONLY	
	<input type="checkbox"/> ISSUE CREDIT (ITEM WASN'T SHIPPED)	
	<input type="checkbox"/> RESHIP (CFR # _____)	
COMMENTS >	Ordered to many	Reason for making Returning
NSN # >	7350001623006	
QUANTITY >	75	← Quantity being returned
UNIT OF ISSUE >	sl	
DESCRIPTION >	HOT CUPS	
DATE / TIME COMPLETED >		
CUSTOMER SIGNATURE >	→	
(PLEASE PRINT)		

Required to receive credit.

SAMPLE

SUPPLY MANAGEMENT DIVISION

CUSTOMER PICK-UP RECORD

DATE / TIME NOTIFIED >			
CONTACT PERSON >			
CONTACT TELEPHONE >			
BUILDING # >			
ROOM # >			
INTERNAL ORDER # >	OR	REQUISITION # >	
PROJECT # >		TASK >	1
EXPENDITURE ORGANIZATION >		EXPENDITURE TYPE >	
DATE OF REQUISITION >			
SHORT STOCK >			
LINES >			
QUANTITY RECEIVED >			
PICKUP TYPE >	<input type="checkbox"/> DAMAGED STOCK	Internal Use Only (Initial/date)	
	<input type="checkbox"/> RETURN FOR CREDIT	Inventory Manager	
	<input type="checkbox"/> PICKUP AND EXCHANGE	Dispatcher	
	<input type="checkbox"/> PICKUP ONLY	Driver	
	<input type="checkbox"/> ISSUE CREDIT (ITEM WASN'T SHIPPED)	Received by	
	<input type="checkbox"/> RESHIP (CFR #) / LOCATION:	Receiving done	
	<input type="checkbox"/> RESHIP (CFR #) / LOCATION:	CSR to IM	
COMMENTS >			
NSN # >			
QUANTITY >			
UNIT OF ISSUE >			
DESCRIPTION >			
DATE / TIME COMPLETED >			
CUSTOMER SIGNATURE > (PLEASE PRINT)			