

Contractor Logo Contractor Name		MATERIAL SERVICE REQUEST (MSR)	
PROJECT NAME			
MSR No.		Requesting Dept.:	Procurement Receiving Date
Company No.		Person to contact:	Single/Sole Source

Currency	
Purchase Estimated Award Date:	
Purchase Estimated Duration:	
Estimated Total Value:	

Subject:

Suggested Subcontractors / Sub-Suppliers:

Expenses in Budget	Y	☐	N	☐
Technical Evaluation	Y	☐	N	☐

Pos. 1

	U.M.	Quantity	Estimated Delivery Date / Service Start Date
Destination:			
List of Attachments:			
Notes:			

Pos. 2

	U.M.	Quantity	Estimated Delivery Date / Service Start Date
Destination:			
List of Attachments:			
Notes:			

Prepared by: Name: Signature: Date:	Tech. Reviewed by: Name: Signature: Date:	Proc. Manager approval: Name: Signature: Date:	Project Manager Approval: Name: Signature: Date:	Company approval Name: Signature: Date:
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