**Retail Inventory Request Form Template**

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| DEPARTMENT |  | REQUEST FORM |
| CONTACT PERSON |  | **YOUR LOGO** |
| CONTACT PHONE |   |
| CONTACT EMAIL |   |
| APPROVED BY**DEPT HEAD** |   |  | DATE OF ORDER |   |
| APPROVED BY**BUDGET APPROVAL** |   |  | DATE APPROVED |   |
| RECEIVED BY |   |  | DATE RECEIVED |   |
|  |  |  |  |  |
| **ITEM NO.** | **DESCRIPTION** | **QTY** | **UNIT PRICE** | **TOTAL** |
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|   |   |  | **SUBTOTAL** |  |
| COMMENTS |  |  |  |  |
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