**[](https://www.smartsheet.com/try-it?trp=12342&utm_source=template-word&utm_medium=content&utm_campaign=Retail+Inventory+Request+Form-word-12342&lpa=Retail+Inventory+Request+Form+word+12342)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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