



Sample Request

Sales Rep Name : _____

Date Requested _____

Date Samples Must Delivered By : _____

Method Samples Are Delivered

Customer Pick up

Delivery

Customer Information:

Name _____

Address _____

City _____ State _____ Zip Code _____

Contact _____ Phone number _____

e-mail _____

Samples Requested:

Description _____

Size Chips Piece Quantity _____

PO Needs To Placed with: _____

If Applies:

Invoice: _____

Estimate: _____

Instructions

Moving Forward : Customers are responsible for delivery, unless its per Gio or these samples shall generate big sale. Use your judgement .

No sales rep is allowed to call to request samples directly: a PO must be placed with Iris.

Each Sample shall reflect on Invoice : Describing samples sent , deliver charge (if applies)

I will send out a confirmation when samples are sent or if we order samples a delivery date: