

# PARTS REQUEST FORM

Request Number: \_\_\_\_\_ Priority: \_\_\_\_\_

## Requestor Information:

Full Name: \_\_\_\_\_

Department: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

## Supplier Information:

Supplier Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

## Parts Requested:

Part Number	Description	Quantity	Unit Price (USD)	Total Price (USD)

## Justification / Notes:

## Approval Section:

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

## Terms and Conditions:

1. Requestor certifies that the requested parts are necessary for the performance of official duties and have been approved according to company policy.
2. Supplier must provide parts that meet all applicable U.S. safety and quality standards.
3. Prices must be firm and not subject to increase during the fulfillment of this request.
4. Delivery schedules must be strictly adhered to; any delays must be promptly communicated.
5. All parts are subject to inspection and acceptance upon delivery.
6. Payment terms will comply with company standard procedures following acceptance of parts.
7. Requestor and supplier agree to maintain confidentiality regarding proprietary information.
8. This Parts Request Form constitutes a binding agreement under United States law once signed by authorized parties.
9. Any dispute arising from this request shall be resolved under the jurisdiction of the applicable state courts.
10. Amendments to this request must be in writing and signed by both requestor and supplier.
11. Failure to comply with any terms may result in termination of this request and applicable remedies.
12. The company reserves the right to reject any parts not conforming to specifications or quality requirements.

**REQUESTOR'S SIGNATURE**

**SUPPLIER'S SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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