



Requester

Name

Company / Office

Date

Contact No.

Signature / Stamp

PURPOSE

Requesting for

PLEASE WRITE THE AMOUNT

Destination Guide
LANGUAGE

Segment Brochures
LANGUAGE

Resort Hotel Guide Notebook Luggage Tag

Executive Pack Pen Key Tag

Pendrive Pencil Fridge Magnet

Calendar Cap Bag

----- FOR MMPRC USE ONLY -----

Dispatched Items

PLEASE WRITE THE AMOUNT

Destination Guide Executive Pack Notebook Cap Fridge Magnet

Resort Hotel Guide Pendrive Pen Luggage Tag Bag

Segment Brochures Calendar Pencil Key Tag

Authorized by

Name

Date

Sign

Dispatched by

Name

Date

Sign

Items Received by

Name

Company / Office

Contact No.

Sign

Form Received by

Name

Date

Type of req.

Sign

REMARKS
