WestconGroup™

Order Requirement Template

To assist us in our order processing, we would appreciate if you could provide us with the following information for all orders:

Your Contact Information

First Name

Last Name

Phone Number

Mobile Number

Email Address

Department

Function

Reseller Information

Company

Purchase Order #

Delivery Address (not a PO Box)

Part Code(s) and Quantities

Pricing

Quote Reference Number (if we have provided one to you)

Quick Procure Number (if you have requested that we hold the stock for you)

Company Name

Company Street Number

Company Street Name

Suburb

Postal Code (for Phyisical address)	City

Region	Country

Other (Building/ Level etc)

Ship to Contact First Name	Ship to Contact Last Name

General Company Phone Number	Extension

General Company Fax Number	Industry

Once completed, please return this template to sales@westcongroup.co.nz