Inter-Branch Stock Request From: Date:

Please enter on this form any goods that are needed from another branch, especially low value bits and pieces (£10 and under) that re not worth a special phone call.

Fax to the first probable donor branch once each day before 4pm

Dear Uxbridge/Amersham/Gerrards Cross (circle branch you are faxing)

Code	Description	Colour/Grade	Need Code	Qty	Requested by Phone From?	Qty Coming	From Branch

When you receive this fax:
1. Put out any goods you can supply: Indicate in the right hand columns and fax reply.
2. Circle round the next Branch ID and refax them for outstanding items

Need Codes:

ST: Stock Only

CO: Customer Order

CS: Customer & Stock