

Subject: TRANSFER PICKUP REQUEST

TO: Warehouse Manager, James Watts

FROM: _____

DATE: _____

PICKUP LOCATION: _____

DELIVERY LOCATION: _____

DATE REQUIRED: _____

TITLE OF REQUEST: _____

NUMBER OF BOXES/ITEMS:

FIRST ENDORSEMENT: _____ DATE: _____

FROM: Coordinator, Warehouse and Supply Services

TO: Warehouse Manager

SECOND ENDORSEMENT: Picked up by: _____ DATE: _____

THIRD ENDORSEMENT: Received by: _____ DATE: _____

FOURTH ENDORSEMENT: Copy sent to Property Control
