

Requisitioner (invoice recipient)

***Company**

***Street, No.**

***Postcode**

***Place**

***Name of requisitioner**

***Department**

***E-Mail**

***Phone number**

Fax

Delivery adress/for the attention of (if deviant from requisitioner)

Street, No.

Postcode

Place

For the attention of

Identification of spare part/s

***Name of the machine:** _____

***Machine number:** _____

(Example: 412XXXX->readable in the type sign)

Part description 1: _____ **Quantity:** _____

- Item No./Draw No. 1: _____

Part description 2: _____ **Quantity:** _____

- Item No./Draw No. 2: _____

Part description 3: _____ **Quantity:** _____

- Item No./Draw No. 3: _____

Part description 4: _____ **Quantity:** _____

- Item No./Draw No. 4: _____

Part description 5: _____ **Quantity:** _____

- Item No./Draw No. 5: _____

Desired date: _____

*Date/Signature (if necessary company stamp)

! In case drawing or order number of the spare part is not available in the user manual please add pictures of the spare part to this order and describe its position in the field below „Further information/Error description“.

(Further information/Error description)

Note: Please fill in all *marked fields to guarantee the quickest possible processing of your request.
By signing this document the described spare part/s will be ordered at the company Paul Köster GmbH.
Please note our actual terms of delivery, payment terms, assembly terms as well as our general terms and conditions.