

Trade Purchase Request Form

Important information

- This form is to be used for those members seeking a specific product or service through the Ormita Commerce Network.
- If Ormita is unable to locate an existing member within the network, we will do our best to locate a prospective vendor to fulfil your needs
- Please allow up to 21 working days for Ormita to process your request.

For any enquiries contact your local Ormita representative.
Forms may also be sent to:

Ormita Limited PO Box 16120 Pittsburgh PA 15242 Facsimile: (412) 360 8403	Ormita Australia Limited PO Box 638 Booval QLD 4304 (07) 3123 5908
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INSTRUCTIONS FOR COMPLETING THIS FORM

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| ▶ COMPLETE USING ALL CAPITAL LETTERS | ▶ Please place a cross X in the appropriate boxes |
| ▶ Include only one similar product or service | ▶ Attach all written bids from your vendors if available |
| ▶ Attach any brochures or additional specifications | ▶ We will not contact your current vendor |

BUYERS DETAILS

Primary purchasing department contact

First Name	Last Name
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Company Name

Physical Address

Suburb

City

State	Post Code
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Telephone ()

Mobile Telephone ()

Email Address @

FIRST QUALIFIED SUPPLIER

Company Name

Address

Suburb

City

State	Post Code
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Telephone

Website

Email

SECOND QUALIFIED SUPPLIER

Company Name

Address

Suburb

City

State	Post Code
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Telephone

Website

Email

CURRENT VENDOR

Company Name

Address

Suburb

City

State	Post Code
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Website Address

