

TO : WAREHOUSE AND DISTRIBUTION  
FROM : KOLIN MARKETING, INC.  
SUBJECT : Request for delivery / FOC  
DATE : August 1, 2024  
REF : **KMI-000-24-08-0554**  
CC : DCO/Sales

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May I request to process the delivery of **1 unit** of **KCB-BLC-8859T Class B** to KOLIN Head office and will be assign for TYT room. The unit will be Free of Charge (FOC) and will be account to Admin Department.

Thank you very much.

Prepared by:



**MART NATHANIEL R. FLORES**

*KMI-Supervisor*

Approved by:



**EDITH M. FLORES**

*Assistant Vice-President*