

TO : WAREHOUSE AND DISTRIBUTION  
FROM : KOLIN MARKETING, INC.  
SUBJECT : Reservation of units  
DATE : November 26, 2024  
REF : **KMI-000-24-11-079**  
CC : DCO/Sales

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This is to request for the reservation of the following units for **KEITH SARMIENTO**. The unit will be delivered upon customer advice.

QTY	MODEL
2	KAG-100WCINV-B
1	KSM-IW20-9L1M-A

Thank you very much.

Prepared by:

  
**DONNABEL B. DELA ROSA**  
*KMI-Assistant*

Noted by:

  
**MART NATHANIEL R. FLORES**  
*KMI-Supervisor*

Approved by:

  
**EDITH M. FLORES**  
*AVP – Finance*