

TO : WAREHOUSE AND DISTRIBUTION  
FROM : KOLIN MARKETING, INC.  
SUBJECT : Request for delivery / FOC  
DATE : December 11, 2025  
REF : **KMI-000-25-12-0067**  
CC : DCO/Sales

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May I request to process the delivery of **1 unit** of **KCB-BLC-8859T**,  
to KOLIN Head office and will be used by **TYT**. 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*