

REQUEST FOR LABEL



| (I) REQUEST FOR LABEL | | | | | | | | Purchase Order No : | | | |
|---|---------|------------------------------|-----------------------------|-------------------------|-------------------------------|-----------------------|--------------------|---------------------|----------------------|--------------------|--|
| To : Head, Certification | | Email : sales.sts@stengg.com | | | | | | | | | |
| We declare the following number of labels required under the Product Listing Scheme, for each production batch as follows and attached herewith our Purchase Order: | | | | | | | | | | | |
| CoC No. | Product | Brand /Model | Project Name & Full Address | Date of Project Awarded | Date of Work Start | Date of Work Complete | No. of Label (pcs) | Hr rate | Label Serial No From | Label Serial No To | |
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| TOTAL : | | | | | | | 0 | | | | |
| Requested by : _____ | | | | | Company Name : _____ | | | | | | |
| Name /Designation /Date | | | | | | | | | | | |
| (II) COLLECTION OF LABEL | | | | | | | | Amount : S\$ _____ | | | |
| Our company will label accordingly to the serial number assigned for the respective project as stated above. | | | | | | | | | | | |
| Acknowledged by : _____ | | | | | Company Name : _____ | | | | | | |
| Name /Sign /Designation /Date | | | | | | | | | | | |
| (III) To Customer Service (Collection /Delivery) | | | | | | | | | | | |
| Kindly pass the labels with serial no. _____ to _____ to the Client. And collect the payment from company with amount of S\$ _____. | | | | | | | | | | | |
| Processing Officer : _____ | | | | | Approving Officer: _____ | | | | | | |
| Name /Sign /Designation /Date | | | | | Name /Sign /Designation /Date | | | | | | |