



Department of Science and Technology  
**PHILIPPINE TEXTILE RESEARCH INSTITUTE**  
**Research and Development Division**

Gen. Santos Ave., Bicutan Taguig City, 1631 Philippines  
 Tel Nos. (632) 827-2171 to 82 loc. 2367 Telefax No. 8371349  
<http://www.ptri.dost.gov.ph>

**SERVICE REQUEST FORM**

**Section 1 (To be filled out by customer)**

**Customer Information**

Date/Time: \_\_\_\_\_

Requesting Official/Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Company/Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax. No.: \_\_\_\_\_

**Sample Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section 2 (To be filled out by Receiving Officer)**

Customer Reference No.: \_\_\_\_\_ Due Date: \_\_\_\_\_

PTRI Sample No.: \_\_\_\_\_

| SERVICE REQUEST | SPECIFICATIONS | QTY | UNIT FEE | TOTAL FEE |
|-----------------|----------------|-----|----------|-----------|
|                 |                |     |          |           |
|                 |                |     |          |           |
|                 |                |     |          |           |
|                 |                |     |          |           |
|                 |                |     |          |           |
|                 |                |     |          |           |

**TOTAL FEE:** \_\_\_\_\_

Received by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Customer Signature: \_\_\_\_\_

Mode of Charging:      ( ) Cash                              ( ) Manager's Check

Billed by: \_\_\_\_\_ OP#: \_\_\_\_\_ Date: \_\_\_\_\_

Payment Received by: \_\_\_\_\_ OR#: \_\_\_\_\_ Date: \_\_\_\_\_

In Case of Additional Charges: \_\_\_\_\_ Additional Fee: \_\_\_\_\_

Billed by: \_\_\_\_\_ OP#: \_\_\_\_\_ Date: \_\_\_\_\_

Payment Received by: \_\_\_\_\_ OR#: \_\_\_\_\_ Date: \_\_\_\_\_

**Materials accepted in good quality condition.**

Released by: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: Materials/items will be disposed if not claimed within 6 months after due date.*