



Republic of the Philippines  
Department of Science and Technology  
**PHILIPPINE TEXTILE RESEARCH INSTITUTE**  
**TECHNICAL SERVICES DIVISION**

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**PROCESSING SERVICES REQUEST**

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

Requesting Official/Person: \_\_\_\_\_ Date/Time: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Company/Affiliation: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
Sample Description: \_\_\_\_\_

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

No./Type of Sample: \_\_\_\_\_ Reference No.: \_\_\_\_\_  
Sample No. : \_\_\_\_\_  
\_\_\_\_\_ fibers \_\_\_\_\_ garments Due Date: \_\_\_\_\_  
\_\_\_\_\_ yarns \_\_\_\_\_ fabrics  
others, specify: \_\_\_\_\_

SERVICE REQUEST	WEIGHT	QTY	UNIT FEE	TOTAL FEES

Sub Total PhP \_\_\_\_\_  
20% Discount for Student \_\_\_\_\_  
**Total PhP \_\_\_\_\_**

Received by: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Customer/Representative Signature: \_\_\_\_\_

Mode of Charging: ( ) Cash ( ) Manager's check ( ) Charge to deposit (MOA)  
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: \_\_\_\_\_

**Note :** Excess material/s from customer/s will be retained for three (3) months only, afterwhich it/they will be disposed.

To be accomplished in triplicate