

# REPRESENTATION REQUEST FORM

☐ CASH ASSISTANCE    ☐ ACCOMMODATION    ☐ TRANSPORTATION    ☐ REGISTRATION FEE    ☐ MEALS    ☐ OTHERS

SALES DEPARTMENT

EMPLOYEE NAME		DATE NEEDED			
DEPARTMENT		POSITION			
ACCOUNT NAME		DISTRICT/ AREA			
ACTIVITY		NO PER PAX	COST PER PAX		
DESCRIPTION		QTY	UNIT	UNIT COST	TOTAL AMOUNT
<b>GRAND TOTAL</b>					
<b>FINANCIAL INFORMATION</b>		<b>SALES INFORMATION</b>			
TOTAL EXPENSES: _____ CASH ADVANCES: _____ DUE TO: _____ CHARGE TO: <input type="checkbox"/> SALES <input type="checkbox"/> MARKETING REMARKS: _____ <input type="checkbox"/> Debit <input type="checkbox"/> Check <input type="checkbox"/> Cash		TOTAL SALES ( <i>Current Year</i> ): PHP _____ REMARKS: _____ TOTAL SALES ( <i>Last Year</i> ): PHP _____ REMARKS: _____		ARE THE EXISTING MACHINES INSTALLED? <input type="checkbox"/> RTV <input type="checkbox"/> PURCHASED <input type="checkbox"/> FUTURE PROJECT <input type="checkbox"/> NONE NAME OF MACHINE'S: _____ REMARKS: _____	
PREPARED BY		ENDORSED BY		APPROVED BY	
Employee's Signature <small>(Signature over Printed Name)</small>		SHEERE ANN BARNES National Sales Director  DATE SIGNED:		PRESIDENT / VICE-PRESIDENT / COO  DATE SIGNED:	

BMI-FORM-SLS-002

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GRAND TOTAL					
FINANCIAL INFORMATION		SALES INFORMATION			
TOTAL EXPENSES: _____		TOTAL SALES (Current Year): PHP _____		ARE THE EXISTING MACHINES INSTALLED?	
CASH ADVANCES: _____		REMARKS: _____		<input type="checkbox"/> RTV <input type="checkbox"/> PURCHASED <input type="checkbox"/> FUTURE PROJECT <input type="checkbox"/> NONE	
DUE TO: _____		TOTAL SALES (Last Year): PHP _____		NAME OF MACHINE'S: _____	
CHARGE TO: <input type="checkbox"/> SALES <input type="checkbox"/> MARKETING		REMARKS: _____		REMARKS: _____	
REMARKS: _____					
<input type="checkbox"/> Debit <input type="checkbox"/> Check <input type="checkbox"/> Cash					
PREPARED BY		ENDORSED BY		APPROVED BY	
<div>Employee's Signature</div> <div>(Signature over Printed Name)</div>		<div>SHEERE ANN BARNES</div> <div>National Sales Director</div> <div>DATE SIGNED:</div>		<div>PRESIDENT / VICE-PRESIDENT / COO</div> <div>DATE SIGNED:</div>	

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