[Nom de l’entreprise]

[Adresse] Téléphone : [numéro]

Télécopieur : [numéro]

Courriel : [adresse]

## Demande d’achat ou de service

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| Service demandeur | | | | | | | | | |
| Numéro de la demande d’achat | | | | | | | | | |
| Date de la demande | | | | | | | | | |
|  | | | | | | | | | |
| Quantité | | | Désignation *ou* Description | | | | | | Prix unitaire |
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|  | | | | | | | | Prix total |  |
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| À livrer le |  |  |  |  |  |  |  | | |
|  | Année |  | Mois |  | Jour |  |  | | |
| Destinataire | | | | | | | | | |
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| Gestionnaire | | | | | | | | | |