



TRADESHOW / MACE TRAILER EQUIPMENT REQUEST FORM

General

Name	
Email	
Phone number	
Date submitted	
Show / event name	
Show / event dates	
Personnel attending	
Event type / customer segment	
Camfil Rep / Branch	
Potential job project landed	
Estimated date of return	

Requested Equipment Specifications

Equipment name, size/dimensions, accessories	
Special crating needs	

Other Information

--

Literature Request

Product bulletins, brochures, etc	
-----------------------------------	--

Email completed request form to: dawn.wainwright@camfil.com

Equipment Details (Completed by Marketing Coordinator)

Inventory/PN or Need to produce	
Quote	
Engineering spec	
Engineering drawing	
Lead time	
Quality Level 3	Unless otherwise noted
Direct or indirect labor	
Account / billing number(s)	

Shipping Details (Completed by Marketing Coordinator)

Tradeshow Name	
Ship to address	
Ship to address continued	
City, State, Zip	
Camfil booth number or attention	
Advance warehouse deadline	
Ship date	
Freight terms out	
Return ship date	
Freight terms return	
RGA	

Approval Status: (Plant Manager, Washington)

Total estimated cost	
Approved	
Approved with modifications	
Denied due to	

Notification: Marketing Coordinator

Date routed to: QA, Scheduling, Operations, Customer Service, Accounting, Logistics, Shipping, Engineering, Purchasing, and Sales	
Date routed to requestor, attendee, product or segment manager	