PLEASE COMPLETE BELOW, COPY ONTO YOUR COMPANY LETTERHEAD AND DROP OFF AT MELBOURNE AIRPORT MANAGEMENT, T2, LEVEL 2,

WITH ITEMS REQUIRED FOR YOUR STORE

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Melbourne Airport Retail Department

Attn: Retail Operations

Level 2 Terminal 2

Melbourne Airport Vic 3045

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

print name and position

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

print company

would like to request approval for the following item/s to be taken through Airport Security Screening and delivered to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*name and location of store*

**Quantity / new/replacement / description / reason**

*For example, 1 x new bread knife for food preparation, 1 x new 500ml bottle of windex for cleaning, 1 x replacement scissors for opening deliveries*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***If replacement item:*** *pro*vide reason: (broken, worn etc)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is item still in store for collection? **yes / no**

If no, where is it and why was it removed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 TETHERING REQUIRED Location/s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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🞏 NO TETHERING REQUIRED, DELIVERY TO STORE ONLY

Name and contact number in case of any problems when bringing through to store

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_