

Name of the Company:							
Address :							
Phone No :				E-MAIL:			
MATERIAL REQUISITION							
S NO	DESCRIPTION	QTY RECEIVED	QTY ISSUED	BALANCE QTY	AVERAGE PRICE	VALAUE OF THE ITEM	DATE OF LAST ISSUED
1							
2							
3							
4							
5							
Prepared By Ckecked By Store Keeper Accounts Officer Name & Signature of Indent							

Name of the Company:						
Address :						
Phone No :				E-Mail:		
GOODS RECEIPT NOTE						
GRN No						Date:
Name of the suppliers						
Delicery challan No						
S NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT	
1						
2						
3						
4						
Total						
Vat / Cst						
Packing & Forwarding						
Total						
Store in – Charge						

PRACTICAL ACCOUNTS

Name of the Company: Address : _____ <div style="display: flex; justify-content: space-between;"> Phone No : _____ E-Mail: _____ </div>					
PURCHASE INDENT					
DATE NAME OF THE DEPARTMENT					
S NO	DESCRIPTION	UNIT	QTY RECEIVED	QTY AVAILABLE	REMERK
1					
2					
3					
4					
Prepard b y _____ Section In-charge _____ Civil Engineer					
Remark of stores/ Godown in -Charge _____ Remark of purchase Department _____					
Remark of Accounts Department _____ Approving Authority _____					

Name of the Company: Address : _____ <div style="display: flex; justify-content: space-between;"> Phone No : _____ Fax: _____ </div>					
GATE PASS					
No The goods mentioned in the following list are issued to civil Engineers department for the consumption . They are issued against the requisition number cited above					
S NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1					
2					
3					
4					
5					
Total Store In-charge					

Name of the Company:

Address :

Phone No :

Fax:

PHYSICAL STOCK

S NO	DESCRIPTION	UNITS	PHYSICAL STOCK	BOOK STOCK	SHORTAGE	EXCESS	REMARK
1							
2							
3							
4							
5							
Store Incharges				Internal Audit			

Name of the Company:

Address :

Phone No :

Fax:

PURCHASE ORDER**To**

Dear Sir,

Sub: Placement of purchase order for the supply of

Ref: Your Quotation No: Dated:

Further to the discussion we had with you and your quotation received as per the reference cited above , we are pleased to place the purchase order on you, so, please expedite the supply of goods as we need the stock in our stores.

S NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT

TERMS AND CONDITIONS

- 1.Sales tax : @4%
2. Packing and forwarding charges: @3%
3. Delivery term : within 7days from the date of receipt of PO
4. Term of Payment : Against Invoice
5. Transport : Freight on road , Hyd.
6. Validity of PO: If the goods are not delivered within the stipulated time, the goods cancelled without any further information

Cst No _____

Tin No _____

Ec No _____

Prepared By _____ Checked By _____ For _____

Authorised Sign _____

Name of the Company: Address : <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Phone No : Fax: </div>					
QUATATION					
				Date GST No	
Enquiry No:				Date	
Dear Sir,					
We thanks you for the subject enquiry and are very much pleased to submitit our quotation. We hope you will find our prices competitive and we look forward to receive your valued order.					
S NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1					
2					
3					
4					
5					

		Total	0.00
<p>TERMS AND CONDITIONS</p> <p>1.Sales tax : @5%</p> <p>2. Packing and forwarding charges :@3%</p> <p>3. Delivery term : within 7days from the date of receipt of PO</p> <p>4. Payment term : Against Invoice</p> <p>5. Transport : Freight on raod , Hyd.</p>			
GST No:			
Checked By	Prepared By	For	ABC Manufacturing Co.
			Authorised Sign