

Guideline to dispatch material without purchase order

Dear Sir,

This is with reference to provide guideline to dispatch/supply some material / spare parts to our customers, who are not in a position to prepare a Purchase Order.

In this connection, please note that we do not mind to help our customer, but you please see that we do not want to land up in trouble, only because we help our customers.

In this regard, please send following format to our customer, which is ESSENTIAL to fill up by the concern person who require material without "Purchase Order"

"I, undersigned, request you to send the following material without Purchase Order.

LIST OF ACCESSORIES & PRICE BID

S.N.	Item (code)	Ordered Qty.	Prise (Rs.) Each unit	Total price (Rs.)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Payment terms :

Excise : 14.42%

VAT : 15%

Material sending address :

Regards,
For, (your company name)

Name:
Designation:
Company seal :

Date: