**DO Officer Copy**

**Indent no .001 INDENT Date:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Customer |  | Size : | Quantity : |
| Customer Address |  |  |  |
| Marketing Officer/Brokers |  |  |  |
| Product Name |  |  |  |
| Blue Book (Rate ) |  |  |  |
| Ex Mill sell (Rate ) |  |  |  |
| Designation Area |  |  |  |
| Truck fair (total) | **Tk :** | **By Customer :** | **By Company :** |
| If Company , Please Reason |  | | |
|  |
| Total receivable Amount |  |  |  |
| Amount Received |  |  |  |
| Special Discount |  | Discount Approved By: |  |
| Due Amount | Cheque |  |  |

**Name of Marketing Officer/Broker**

**------------------------ ------------------------- --------------------Marketing Officer Area Manager Authorized By**

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| --- |
| **Acknowledgement of Banking receiving Officer** |
| **Indent No …………..Customer Name……………………………………………………… (Customer Id Is ……………..) Customer Payable amount Tk…………………………….Inward………………………………………………………………………………………………………… In word :………………………………………………………………………Deposited our Bank ( Name ……………………………………………& A/C NO …………………………..)**  **Signature** |

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| **Acknowledgement of Accounting Manager** |
| **The above indent (indent No ………………) mentioned customer (Customer Id Is ……………..) & his existing Ledger Balance**  **Signature** |

|  |
| --- |
| **Acknowledgement Of credit Officer** |
| **The Above Indent (Indent No………..) Mentioned customer (Customer Id is ……………) & his request credit amount is allowed for credit, as his BG, PDC. The Customers Due amount is ………………………., Allowable Limit ………………………, Credit Limit ………………………..**  **Signature** |

**Prepared By …………………… Do Officer…..................**

**Accounts Copy**

**Indent no .001 INDENT Date:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Customer | **M/s. Dimond Biscuits Ltd.** | Size : | Quantity : |
| Customer Address | **170, South goran, Khilgaon, Dhaka-1219.** | **20 mm** | 12MT |
| Marketing Officer/Brokers |  | **16mm** | 04MT |
| Product Name | **20 mm , 16mm, 12mm & 10mm** | **12mm** | 12MT |
| Blue Book (Rate ) | **51,500/- Per MT** | **10mm** | 02 MT |
| Ex Mill sell (Rate ) |  |  |  |
| Designation Area |  |  |  |
| Truck fair (total) | **Tk :** | **By Customer :** | **By Company :** |
| If Company , Please Reason |  | | |
|  |
| Total receivable Amount |  |  |  |
| Amount Received |  |  |  |
| Special Discount |  | Discount Approved By: |  |
| Due Amount |  |  |  |

**Name of Marketing Officer/Broker**

**------------------------ ------------------------- --------------------Marketing Officer Area Manager Authorized By**

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| --- |
| **Acknowledgement of Banking receiving Officer** |
| **Indent No …………..Customer Name……………………………………………………… (Customer Id Is ……………..) Customer Payable amount Tk…………………………….Inward………………………………………………………………………………………………………… In word :………………………………………………………………………Deposited our Bank ( Name ……………………………………………& A/C NO …………………………..)**  **Signature** |

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| **Acknowledgement of Accounting Manager** |
| **The above indent (indent No ………………) mentioned customer (Customer Id Is ……………..) & his existing Ledger Balance**  **Signature** |

|  |
| --- |
| **Acknowledgement Of credit Officer** |
| **The Above Indent (Indent No 001) Mentioned customer (Customer Id is ……………) & his request credit amount is allowed for credit, as his BG, PDC. The Customers Due amount is ………………………., Allowable Limit ………………………, Credit Limit ………………………..**  **Signature** |

**Prepared By …………………… Do Officer…..................**

**Carbon Copy**

**Indent no .001 INDENT Date:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Customer | **M/s. Dimond Biscuits Ltd.** | Size : | Quantity : |
| Customer Address | **170, South goran, Khilgaon, Dhaka-1219.** | **20 mm** | 12MT |
| Marketing Officer/Brokers |  | **16mm** | 04MT |
| Product Name | **20 mm , 16mm, 12mm & 10mm** | **12mm** | 12MT |
| Blue Book (Rate ) | **51,500/- Per MT** | **10mm** | 02 MT |
| Ex Mill sell (Rate ) |  |  |  |
| Designation Area |  |  |  |
| Truck fair (total) | **Tk :** | **By Customer :** | **By Company :** |
| If Company , Please Reason |  | | |
|  |
| Total receivable Amount |  |  |  |
| Amount Received |  |  |  |
| Special Discount |  | Discount Approved By: |  |
| Due Amount |  |  |  |

**Name of Marketing Officer/Broker**

**------------------------ ------------------------- --------------------Marketing Officer Area Manager Authorized By**

|  |
| --- |
| **Acknowledgement of Banking receiving Officer** |
| **Customer Name……………………………………………………… (Customer Id Is ……………..) Customer Payable amount in cash/pay order/cheque/ Tk…………………………….In words…………………………………………………………………………… Deposited in our Bank ( Name ……………………………………………& A/C NO …………………………..). pay order no/cheque no……………………. dated :……………………………… amount:…………………………………**  **Signature :** |
|  |

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| --- |
| **Acknowledgement of Accounting Manager** |
| **The above indent mentioned customer A/C…………………………………. (Customer Id Is ……………..) deposited cash/pay order…:……………………. Tk & his current existing Ledger Balance is …………………………………. .**  **Deposited cheque no:……………………. Date:…………………………… amount:………………………….; previously non cleared cheque amount:……………………………… tk….**  **Signature:** |

|  |
| --- |
| **Acknowledgement Of credit Officer** |
| **The Above Indent Mentioned customer (Customer Id is ……………) with Allowed Limit ………………………,(covered by BG) current used Credit Limit ………………………..(must covered with PDC) The available credit Limit ………………………. Tk., so therefore he is allowed to get credit of tk :………………………………………..,**  **Signature** |

**Do Officer…..................**

**Prepared By ……………………**

**Indent approved or cancel**

**DO Officer Copy**

**Indent no .001 INDENT Date:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Customer |  | Size : | Quantity : |
| Customer Address |  |  |  |
| Marketing Officer/Brokers |  |  |  |
| Product Name |  |  |  |
| Blue Book (Rate ) |  |  |  |
| Ex Mill sell (Rate ) |  |  |  |
| Designation Area |  |  |  |
| Truck fair (total) | **Tk :** | **By Customer :** | **By Company :** |
| If Company , Please Reason |  | | |
|  |
| Total receivable Amount |  |  |  |
| Amount Received |  |  |  |
| Special Discount |  | Discount Approved By: |  |
| Due Amount |  |  |  |

**Name of Marketing Officer/Broker**

**------------------------ ------------------------- --------------------Marketing Officer Area Manager Authorized By**

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| --- |
| **Acknowledgement of Banking receiving Officer** |
| **Customer Name……………………………………………………… (Customer Id Is ……………..) Customer Payable amount in cash/pay order/cheque/ Tk…………………………….In words…………………………………………………………………………… Deposited in our Bank ( Name ……………………………………………& A/C NO …………………………..). pay order no/cheque no……………………. dated :……………………………… amount:…………………………………**  **Signature :** |

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| --- |
| **Acknowledgement of Accounting Manager** |
| **The above indent mentioned customer A/C…………………………………. (Customer Id Is ……………..) deposited cash/pay order…:……………………. Tk & his current existing Ledger Balance is …………………………………. .**  **Deposited cheque no:……………………. Date:…………………………… amount:………………………….; previously non cleared cheque amount:……………………………… tk….**  **Signature:** |

|  |
| --- |
| **Acknowledgement Of credit Officer** |
| **The Above Indent Mentioned customer (Customer Id is ……………) with Allowed Limit ………………………,(covered by BG) current used Credit Limit ………………………..(must covered with PDC) The available credit Limit ………………………. Tk., so therefore he is allowed to get credit of tk :………………………………………..,**  **Signature** |

**Indent approved or cancel**

**Prepared By ……………………**

**Do Officer…..................**

**Accounts Copy**

**Indent no .001 INDENT Date:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Customer |  | Size : | Quantity : |
| Customer Address |  |  |  |
| Marketing Officer/Brokers |  |  |  |
| Product Name |  |  |  |
| Blue Book (Rate ) |  |  |  |
| Ex Mill sell (Rate ) |  |  |  |
| Designation Area |  |  |  |
| Truck fair (total) | **Tk :** | **By Customer :** | **By Company :** |
| If Company , Please Reason |  | | |
|  |
| Total receivable Amount |  |  |  |
| Amount Received |  |  |  |
| Special Discount |  | Discount Approved By: |  |
| Due Amount |  |  |  |

**Name of Marketing Officer/Broker**

**------------------------ ------------------------- --------------------Marketing Officer Area Manager Authorized By**

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| --- |
| **Acknowledgement of Banking receiving Officer** |
| **Customer Name……………………………………………………… (Customer Id Is ……………..) Customer Payable amount in cash/pay order/cheque/ Tk…………………………….In words…………………………………………………………………………… Deposited in our Bank ( Name ……………………………………………& A/C NO …………………………..). pay order no/cheque no……………………. dated :……………………………… amount:…………………………………**  **Signature :** |

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| **Acknowledgement of Accounting Manager** |
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| --- |
| **Acknowledgement Of credit Officer** |
| **The Above Indent Mentioned customer (Customer Id is ……………) with Allowed Limit ………………………,(covered by BG) current used Credit Limit ………………………..(must covered with PDC) The available credit Limit ………………………. Tk., so therefore he is allowed to get credit of tk :………………………………………..,**  **Signature** |

**Indent approved or cancel**

**Do Officer…..................**

**Prepared By ……………………**

**Carbon Copy**

**Indent no .001 INDENT Date:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Customer |  | Size : | Quantity : |
| Customer Address |  |  |  |
| Marketing Officer/Brokers |  |  |  |
| Product Name |  |  |  |
| Blue Book (Rate ) |  |  |  |
| Ex Mill sell (Rate ) |  |  |  |
| Designation Area |  |  |  |
| Truck fair (total) | **Tk :** | **By Customer :** | **By Company :** |
| If Company , Please Reason |  | | |
|  |
| Total receivable Amount |  |  |  |
| Amount Received |  |  |  |
| Special Discount |  | Discount Approved By: |  |
| Due Amount |  |  |  |

**Name of Marketing Officer/Broker**

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| **Acknowledgement of Banking receiving Officer** |
| **Customer Name……………………………………………………… (Customer Id Is ……………..) Customer Payable amount in cash/pay order/cheque/ Tk…………………………….In words…………………………………………………………………………… Deposited in our Bank ( Name ……………………………………………& A/C NO …………………………..). pay order no/cheque no……………………. dated :……………………………… amount:…………………………………**  **Signature :** |
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| **The Above Indent Mentioned customer (Customer Id is ……………) with Allowed Limit ………………………,(covered by BG) current used Credit Limit ………………………..(must covered with PDC) The available credit Limit ………………………. Tk., so therefore he is allowed to get credit of tk :………………………………………..,**  **Signature** |

**Indent approved or cancel**

**Do Officer…..................**

**Prepared By ……………………**