ORDER BOOKING FORMAT

Customer PO No.		Customer PO Date	
Sales Exec. Emp. Code		Sales Office	

Billing Address Details		**Delivery Address Details**	
Name and Billing Address		Name and Delivery Address	
PIN		PIN	
CST No.		CST No.	
LST No.		LST No.	
TIN No.		TIN No.	
Contact Person Name & Phone No.		Contact Person Name & Phone No.	

S.No.	Item code	Item Description (Model & Configuration)	Principal Code	Unit Price	Qty	Total Amount	Tax	Total Amount
						Total Value		

Tax Details	
Payment Terms	
Delivery Terms & Date	
Mode of Delivery / Any Special Instruction	
Permit Availability Status / Permit No.	
Octroi / Entry Tax Details	

Mandatory Attachments	1) End Customer Purchase Order 2) Price Clearance Mail 3) Declaration in specified format (if customer is eligible for 0% billing against declaration) 4) Mail approval from Entity Head / Branch Head 5) Mail approval from Regional Accounts Officer
Cheque Details	Enclosed Cheque No. _____ dated _____ for amount _____ We confirm that HCL can deposit the cheque on _____ In case of cheque bounce, 2% penalty will be paid by us In case of payment deferral, 2% per month will be paid by us

Signature CC Clearance	Signature Sales Executive	Signature Entity Head	Signature Product Manager

HCL