

INTERNAL MEMO



From : Barisal Branch
To : The IT Manager

Date:-02.02.2017

Sub : Generator Information

Sir,

With due respect I would like to inform you that as per your Instruction we send the information of our office Generator . Details as below:-

1. Name of Generator	: Walton
2. Generator Model	: Power Max -3100E
3. Rated Voltage	: 220V
4. Rated Frequency	: 50Hz
5. Rated Output	: 2.8kw
6. Max Output	: 3.1kw
7. Power Factor	: 1.0
8. Fuel Capacity	: 25 Liter
9. Date of Last Servicing	: 17.12.2016
10.Date of Last Mobile Change	: 17.12.2016
11.Date of Last Filter Change	: Un Known
12.Date of Last Spark Plug Change	: Un Known
13.Time of duration after last servicing	: 14 hours 26 minit

Thinking You

Md .Minar Alam
Depot In Charge
Barisal