

# Esquire Customer Care Ltd

260/A, Tejgaon I/A

Nabisco , Tejgaon, , Dhaka-1208

Tel:9883801,98826895,09602333775,09602333776,09602333777

Hotline : 01730-066300,01552-325417, Fax: +880-2-9830820,E-mail:info\_ccd@esquirebd.com

## Materials Issuse / Gate Pass

Issue Order No. :

Order Date :

IJCR No :

IJCR Date :

Invoice No :

Invoice Date :

Vendor / Tecnition :

Customer Name :

RM Name :

SL	Materials Name	Quantity	Unit
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
Total :			

Note:



**Eaquire Customer Care Ltd<sup>®</sup>**

Service Center  
260/A, Nabisco, Tejgaon I/A, Tejgaon, Dhaka-1208

**Material Requisition [MR]**

MR No. 23- **17501**

Date \_\_\_\_\_

Service Token No. \_\_\_\_\_ Customer Name \_\_\_\_\_

Name of the Parts Required	Part No.	Quantity	Estimated Cost (Tk.)

_____ Technician ID #	_____ Supervisor ID #	_____ Recommended by ID #	_____ Authenticated by ID #	_____ Issued by ID #
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Purchase Copy

## Purchase Requisition [PR]

Required Date : \_\_\_\_\_

PR Date : \_\_\_\_\_

PR No. 21 2074

[illegible]

Raised by

PS= Present Stock

Recommend- Service Manager

Authenticated by

# Esquire Customer Care Ltd.

260/A, Tejgaon Industrial Area, Dhaka-1208

Cell No: 01730-783811

Date: |

To

**Company Name:**

Company Address

Attn:

Deputy Manager

**Sub:**

Our requirements are as follows:

SL	Specification	Particulars	Color	Req.Qty. in Coil	Prices/Coil	Total Price
Net Total						-

**In Word BDT:**

**Terms & Conditions:**

- a) **Delivery:** Within 02 (Two) Days from the date of work order.
- b) **Place of Delivery:** Esquire Customer Care Ltd.  
260/A, Tejgaon Industrial Area, Dhaka-1208
- c) **Payment:** will be made by Cheque
- d) **Trademark:** will be Esquire Customer Care Ltd.

Other terms & Conditions of your quotation remain Unchanged.

Please execute the delivery on an urgent basis

Thanks & Regards.

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