

To
Deputy Manager, Service

Copy to
ED, Motors
Director (S & PD)

Your Ref:

Our Ref: SCE/23/66

Date: 29th March, 2023

Subject: Approval for Spare Parts Sample Invoice.

Dear Sir,

This is to be informed that, two of our Sonalika customers, Dowla Agricultural Development Co. Ltd. (H00562), Md. Imtiaz Uddin (E01250) DI 50 RX Supreme. For regular base service we have supplied spare parts & lubricants as a good will support to Dowla Agricultural Development Co. Ltd customer. Recently exhaust duct, filter kit and some other parts got damaged. Other than that, there's needed some local parts in amount of BDT. 4,570 for Dowla Agricultural Development Co. Ltd which was bore by Md. Saiful Islam, TMS (Staff Id-19705). And some rotary blades for another customer. As you know, these items are not under warranty from ITL, so we want to give these parts to the mentioned customers as goodwill support and adjust the parts stock by sample invoice.

Details Information:

Customer Code	Customer Name	Parts Code	Given Parts	Parts Qty	TP Price
H00562	Dowla Agricultural Development Co. Ltd	C511	[11000540AAEX]Sonalika Maxima Engine Oil	1	4550
		E541	[11000468AA]FILTER KIT (3 PCS)- All	1	950
		D024	[10071979AAFG]EXHAUST DUCT (Oval Type)	1	5700
		E523	[10085397AA]HEAD GASKET FOR EXHAUST ELBO	2	240
E01250	Md Imtiaz Uddin	F082	Rotary Tiller Blade(ACI)-LH	24	4440
		F083	Rotary Tiller Blade(ACI)-RH	24	4440
Total					20,320

So, please approve the proposal to adjust the mentioned parts amount of TP BDT. 20,320 stock by sample invoice and approve the local bill and advise finance department to issue an account payee cheque of BDT 4,570 on behalf of Md. Saiful Islam (Staff Id-19705).

This is for your kind approval.

Thanks and best regards,

Shahed

Md. Shahed Bin Jahan

Director (S & PD)

for your kind approval

Raddwan

ED, Motors

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