|  |  |
| --- | --- |
|  |  |

**DC NO: {DCNO}** {**Date}**

**TO WHOMSOEVER IT MAY CONCERN**

Please be advised {Name} is authorized by Deevia Software India Private Limited, Bangalore to carry the listed Hardware to {Client}, {Location}.

**Items are NON-RETURNABLE/RETURNABLE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SL. No** | **Asset Name** | **Description/specifications/Details** | **QTY** | **SERIAL No** | **Returnable** |
| {#items}{SLNo} | {asset} | {desc} | {qty} | {serial} | {return}{/items} |

**NOTE:**

1. Two copies of the Delivery Challan (DC) must be carried to the client site. One copy is to be handed to the client; the other must be returned to Deevia’s IT Administrator.
2. The returned DC must include the client representative’s signature, Employee ID, and official seal for record-keeping.
3. In case of failure to submit the signed DC to Deevia’s IT Administrator, the matter will be recorded as a compliance lapse and may be subject to further review or necessary action.

**Authorized Signatory Taken by Representative Signatory**