

Weekly - Petty cash /expense card statement.

Approved by		A.Suresh		Statement date		13-02-2025	
Prepared by		N.Sai Shivani		Sign			
From period		06-02-2025		To period		12-02-2025	
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill	
1.	MMRK-LLP	GHT	Towards Purchase of plug powder,wire loose,nail clamp pkt towards site use purpose.	1,770/-		☐ Y ☐ N	
2.	MMRK-LLP	GHT	Towards Purchase of Araldite Klear,obd(u),stainer uni.50ml,white cement 1kg towards site use purpose.	1,970/-	☐ Y ☐ N	☐ Y ☐ N	
3	MMRK-LLP	GHT	Toward Purchase of OBD,plug powder,lock(sheel),surface box towards site use purpose.	1,970/-	☐ Y ☐ N	☐ Y ☐ N	
4					☐ Y ☐ N	☐ Y ☐ N	
5					☐ Y ☐ N	☐ Y ☐ N	
6					☐ Y ☐ N	☐ Y ☐ N	
7	Total			5,710/-			
Amount to be credited by							
Approved by:		Div. Manager	Accountant	Accounts Manager	MD		
Sign							
Date:		13-02-2025					

Notes: 1. Scanned copy of this statement to be submitted before every Friday 2pm. 2. Original vouchers to be attached to this statement and send to respective accountant by Monday. 3. Accountants to make payment on receipt of scanned statement on Saturday. 4. If original statement with vouchers of last week is not received withhold further payment and salary. 5. Employee must maintain photocopy of all bills/vouchers for 3 months. 6. Division manager and accounts manager approval required for expenses of over 2,000/- per week. MDs approval is required for expenses of over 10,000/- per week

DEBIT VOUCHER			
Company/Firm	MMRK LLP		
Project	GHT		
Voucher no.			
Account head	Nagamalleswar		
Paid to	Bhagwathi Electrical paints and sanitary		
Towards/description of work	Towards purchase of plug powder, wire loose, nail clamp pkt towards site use purpose with inward no-17015.		
Location of work	Kowkooor		
Period	06-02-2025		12-02-2025
Amount in Rs.	1,770/-		
	one thousand seven hundred seventy rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges, material may be printed/written overleaf. 4. Project may differ from location of work.

Bhagwati Electrical Paints and Sanitary

143 O.U.T colony , Kandiguda chourasta , Sainikpuri secunderabad

Mob. 7995825048 , 9441079272

State Name:telangana, Code: 36,Pin Code-500094, Email:- pankajchoudhary1112@gmail.com

Buyer

Mehta And Modi Realty Kowkur LLP

State : Telengana

Contact No. = ,

GSTIN = 36ABLFM7631F123

State Code:- 36

Invoice No. 3317

Dated 11-02-2025

Mode/Term of Payment

Credit

S.N	Description Of Goods	HSN / SAC	Tax %	Qty	RATE (Incl. of Tax)	RATE	Per	Amount
1	Plug Powder (f)	3824	18	2	500.00	423.73	pkt	1000.00
2	Wire loose	8544	18	10	42.00	35.59	mtr	420.00
3	Nail Clamp Pkt	3917	18	2	175.00	148.31	pkt	350.00
	SGST							135.00
	CGST							135.00
				GRAND TOTAL	14	pkt		1770.00

INWARD	
Inward No: 17015	Dt. 11/02/25
MRN No:	Dt:
Received By	Sign.
Surya	g
MEHTA & MODI REALTY KOWKUR LLP	

Bill Amount In Words : INR One Thousand Seven Hundred Seventy Only

Bank Details :- canara bank sainikpuri A/C no : 30231010003041 IFSC : CNRB0013023	HSN/SAC	Taxable	SGST %	SGST Amt	CGST %	CGST Amt
	3824	847.46	9 %	76.27	9 %	76.27
	3917	296.62	9 %	26.70	9 %	26.70
	8544	355.90	9 %	32.03	9 %	32.03
Total GST Amount In Words : INR Two Hundred Seventy Only						

Declaration:

- 1) Goods once sold not be taken back.
- 2) In case Bill is not paid with in 7 days interest will be charged at 18%
- 3) No Guarantee for breakage.
- 4) We are not responsible for defects in any parts, as warranty liability lies with supplier company.
- 5) Cheque Bounce Charge will be 600/.
- 6) Interest @24% per annum on payment after 15 days of delivery. goods will be charged.

For Bhagwati Electrical Paints and Sanitary

Auth. Signatory

SUBJECT TO secunderabad JURISDICTION

This is Computer Generated Invoice





constructive solutions

Renderoc Plug

RAPID SETTING WATER LEAK PLUGGING MORTAR

Fosroc Renderoc

No: 365/24/18/73
 45 G/120 kg M 81 into 1 sum bag.

Signature

1. EST. MORTAR, MASONRY JOINTS, CRACKS & GROUT
 2. For use in concrete, masonry, brickwork, etc.
 3. For use in concrete, masonry, brickwork, etc.
 4. For use in concrete, masonry, brickwork, etc.
 5. For use in concrete, masonry, brickwork, etc.

120 kg net weight in 120 kg bag

Particulars	Qty	Rate	Amount
Renderoc Plug	1	500	500
Total			500

500

Instant water plugging capability

Single component

Excellent bond to

DEBIT VOUCHER

Company/Firm	MMRK LLP		
Project	GHT		
Voucher no.			
Account head	Nagamalleswar		
Paid to	Bhagwathi Electrical paints and sanitary		
Towards/description of work	Towards purchase of Araldite klear,obd(u),stainer uni.50ml,white cement 1kg towards site use purpose with inward no-16997.		
Location of work	Kowkooor		
Period	06-02-2025		12-02-2025
Amount in Rs.	1,970/-		
	One thousand and nine hundred seventy rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges, material may be printed/written overleaf. 4. Project may differ from location of work.

ABHPY6660K1ZZ

Bhagwati Electrical Paints and Sanitary

143 O.U.T colony , Kandiguda chourasta , Sainikpuri secunderabad

Mob. 7995825048 , 9441079272

State Name:telangana, Code: 36,Pin Code-500094, Email:- pankajchoudhary1112gmail.com

BUYER

Mehta And Modi Realty Kowkur LLP

State : Telangana

Contact No. = ,

GSTIN = 36ABLFM7631F1Z3

State Code:- 36

Invoice No. 3315

Dated 11-02-2025

Mode/Term of Payment
Credit

S.N	Description Of Goods	HSN / SAC	Tax %	Qty	RATE (Incl. of Tax)	RATE	Per	Amount
1	Araldite Klear	3506	18	1	1,650.00	1398.31	pc	1650.00
2	OBD (U) 2KG	3209	18	1	200.00	169.49	pc	200.00
3	Stainer Uni. 50ml	3213	18	1	50.00	42.37	pc	50.00
4	White Cement 1kg	2523	28	2	35.00	27.34	pkt	70.00
								152.57
								152.57
				5				1970.00

GRAND TOTAL

5 pkt

1970.00

Bill Amount In Words : INR One Thousand Nine Hundred Seventy Only

Bank Details :-

canara bank sainikpuri

A/C no : 30231010003041

IFSC : CNRB0013023

Total GST Amount In Words :

INR Three Hundred Five & Fourteen

Paise Only

HSN/SAC

2523

3209

3213

3506

Taxable

54.68

169.49

42.37

1398.31

SGST %

14 %

9 %

9 %

9 %

SGST Amt

7.66

15.25

3.81

125.85

CGST %

14 %

9 %

9 %

9 %

CGST Amt

7.66

15.25

3.81

125.85

For Bhagwati Electrical Paints and Sanitary

Declaration:

1)Goods once sold not be taken back.

2)In case Bill is not paid with in 7 days interest will be charged at 18%

3)No Guarantee for breakage.

4) We are not responsible for defects in any parts, as warranty liability lies with supplier company.

5)Cheque Bounce Charge will be 600/-

6)Interest @24% per annum on payment after 15days of delivery. goods will be charged.

Auth. Signatory

SUBJECT TO secunderabad JURISDICTION
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DEBIT VOUCHER			
Company/Firm	MMRK LLP		
Project	GHT		
Voucher no.			
Account head	Nagamalleswar		
Paid to	Bhagwathi Electrical paints and sanitary		
Towards/description of work	Towards purpose of OBD, Plug powder, Lock(sheel), surface box towards site use purpose with inward no-16978.		
Location of work	Kowkooor		
Period	06-02-2025		12-02-2025
Amount in Rs.	1,970/-		
	Two thousand and nine hundred seventy rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges, material may be printed/written overleaf. 4. Project may differ from location of work.

Bhagwati Electrical Paints and Sanitary

143 O.U.T colony , Kandiguda chourasta , Sainikpuri secunderabad

Mob. 7995825048 , 9441079272

State Name:telangana, Code: 36,Pin Code-500094, Email:- pankajchoudhary1112gmail.com

Mehta And Modi Realty Kowkur LLP

State : Telengana

Contact No. =,

GSTIN = 36ABLFM7631F123

State Code:- 36

Invoice No. 3316

Dated 11-02-2025

Mode/Term of Payment

Credit

S.N	Description Of Goods	HSN / SAC	Tax %	Qty	RATE (Incl. of Tax)	RATE	Per	Amount
1	OBD (U) 2KG 8287	3209	18	1	250.00	211.86	pc	250.00
2	OBD (U) 2KG 8255	3209	18	1	250.00	211.86	pc	250.00
3	Plug Powder (f)	3824	18	2	500.00	423.73	pkt	1000.00
4	Lock (sheel)	8301	18	1	210.00	177.97	pc	210.00
5	Surface Box	8538	18	4	65.00	55.08	pc	260.00
								150.26
								150.26
GRAND TOTAL								1970.00

INWARD	
Inward No: 16978	Dt: 11/02/25
MRN No:	Dt:
Received By: Suraj	Sign: [Signature]
MEHTA & MODI REALTY KOWKUR LLP	

Bill Amount In Words : INR One Thousand Nine Hundred Seventy Only

Bank Details :-
canara bank sainikpuri
A/C no : 30231010003041
IFSC : CNRB0013023

Total GST Amount In Words :
INR Three Hundred & Fifty Two
Paise Only

HSN/SAC	Taxable	SGST %	SGST Amt	CGST %	CGST Amt
3209	423.72	9 %	38.14	9 %	38.14
3824	847.46	9 %	76.27	9 %	76.27
8301	177.97	9 %	16.02	9 %	16.02
8538	220.52	9 %	19.83	9 %	19.83

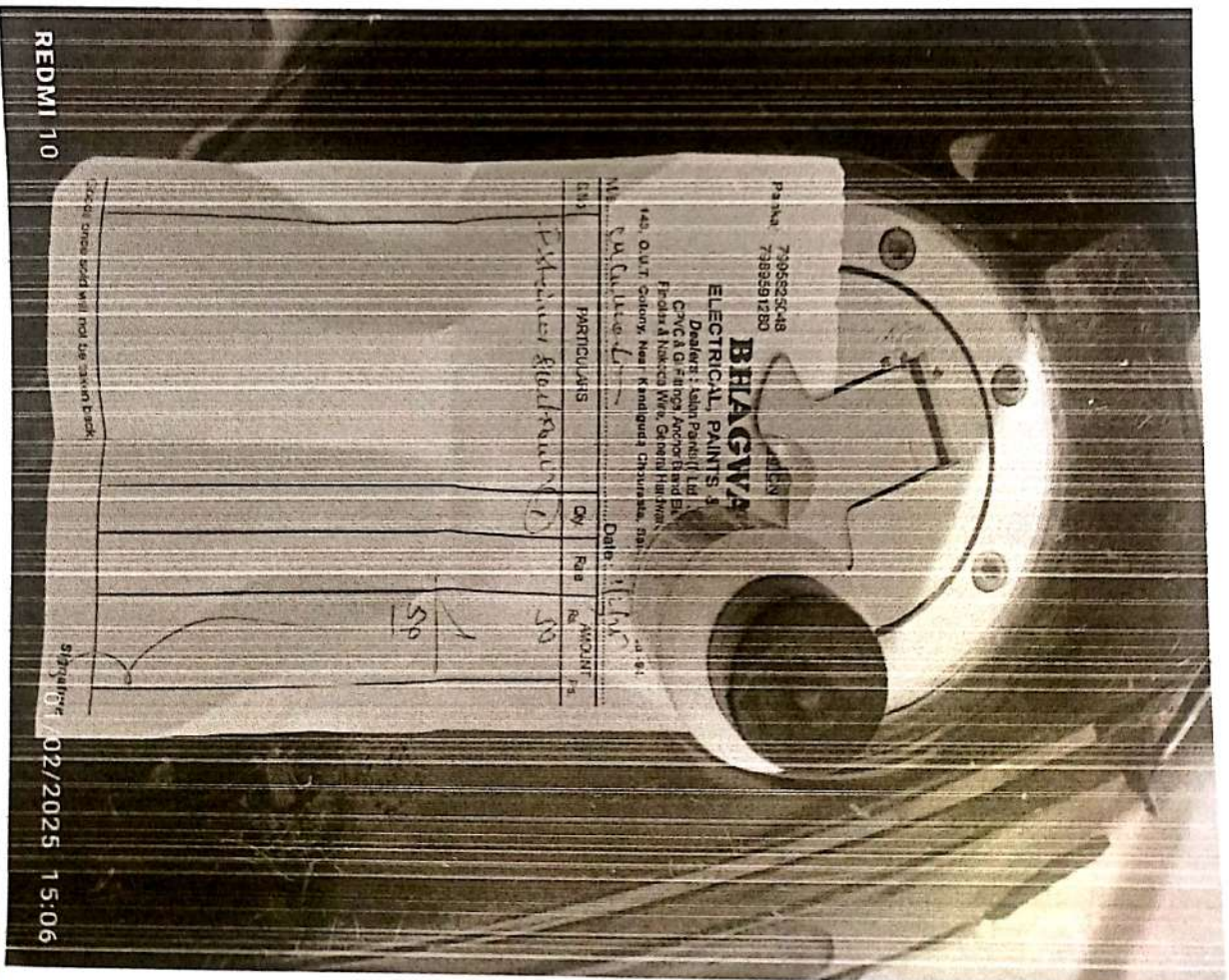
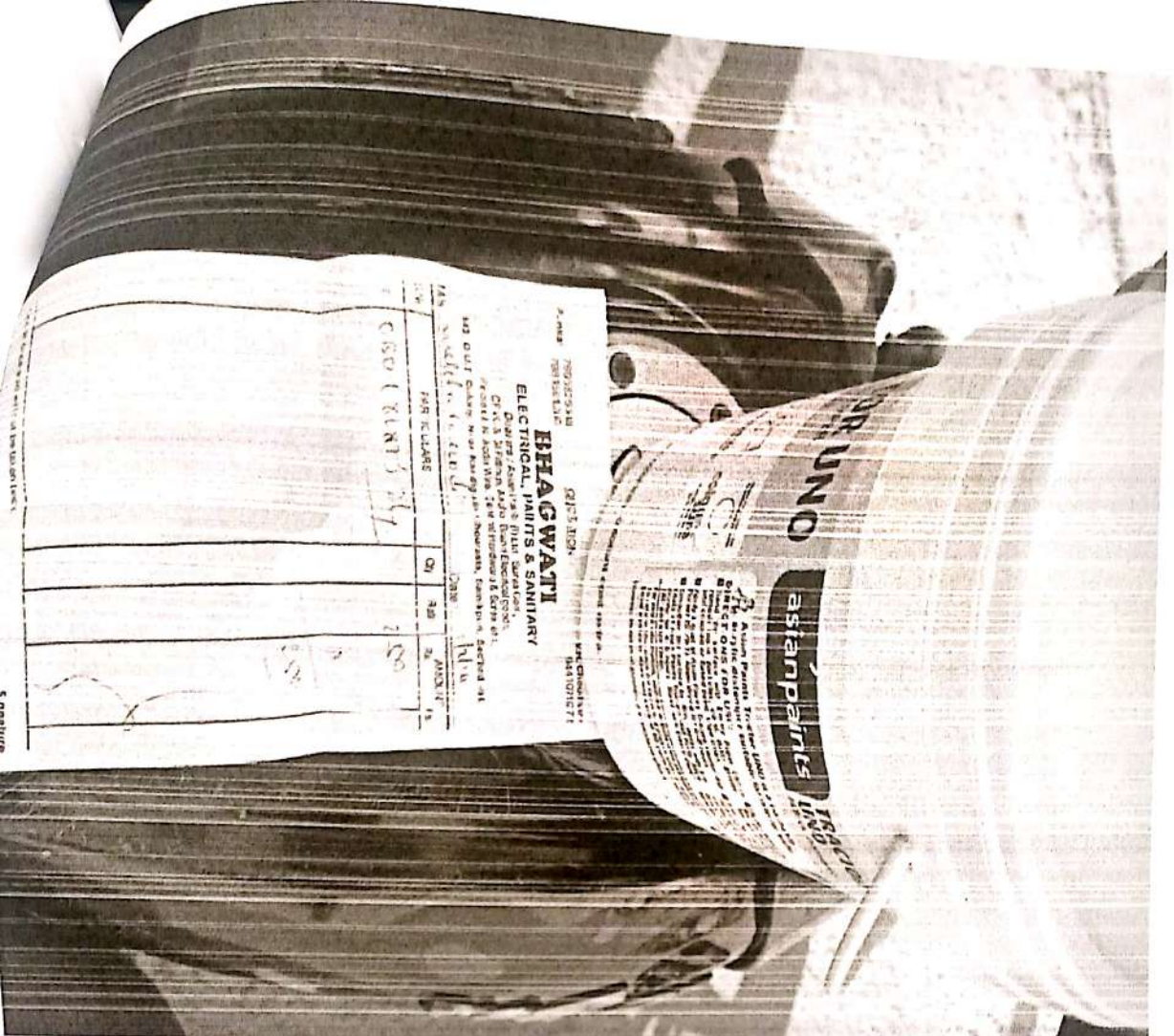
For Bhagwati Electrical Paints and Sanitary

Declaration:

- 1) Goods once sold not be taken back.
- 2) In case Bill is not paid with in 7 days interest will be charged at 18%
- 3) No Guarantee for breakage.
- 4) We are not responsible for defects in any parts, as warranty liability lies with supplier company.
- 5) Cheque Bounce Charge will be 600/.
- 6) Interest @24% per annum on payment after 15 days of delivery. goods will be charged.

Auth. Signatory

SUBJECT TO secunderabad JURISDICTION
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Weekly - Petty cash /expense card statement.

Approved by	A.Suresh		Statement date	13-02-2025		
Prepared by	N.Sai Shivani		Sign			
From period	06-02-2025		To period	12-02-2025		
Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MMRK -LLP	GHT	Towards purchase of 11 pin rely towards site use purpose.	350/-	☐ Y ☐ N	☐ Y ☐ N
2.	MMRK-LLP	GHT	Towards Purchase of Gerberit Extension road for alpha10cm towards site use purpose.	380/-	☐ Y ☐ N	☐ Y ☐ N
3.	MMRK-LLP	GHT	Towards purchase of cable and adapter for office mobile.	450/-	☐ Y ☐ N	☐ Y ☐ N
4.	MMRK-LLP	GHT	Towards Transportation charges for Auto for shifting of material from MHPL@Rampally to ght site.	260/-	☐ Y ☐ N	☐ Y ☐ N
5.	MMRK-LLP	GHT	Towards purchase of Petrol charges from ght site to Alwal towards purchase of screws.	108/-	☐ Y ☐ N	☐ Y ☐ N
6.					☐ Y ☐ N	☐ Y ☐ N
7.					☐ Y ☐ N	☐ Y ☐ N
8.						
9.	Total			1,548/-		
Amount to be credited by						
Approved by:		Div. Manager	Accountant	Accounts Manager	MD	
Sign						
Date:		13-02-2025				

Notes: 1. Scanned copy of this statement to be submitted before every Friday 2pm. 2. Original vouchers to be attached to this statement and send to respective accountant by Monday. 3. Accountants to make payment on receipt of scanned statement on Saturday. 4. If original statement with vouchers of last week is not received withhold further payment and salary. 5. Employee must maintain photocopy of all bills/vouchers for 3 months. 6. Division manager and accounts manager approval required for expenses of over 2,000/- per week. MDs approval is required for expenses of over 10,000/- per week



DEBIT VOUCHER			
Company/Firm	MMRK LLP		
Project	GHT		
Voucher no.			
Account head	Nagamalleswar		
Paid to	Standard Electricals Co		
Towards/description of work	Towards Purchase of 11 pin rely towards site use purpose.		
Location of work	Kowkooor		
Period	06-02-2025		12-02-2025
Amount in Rs.	350/-		
	Three Hundred fifty rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges, material may be printed/written overleaf. 4. Project may differ from location of work.

Dealers in : ALL INDUSTRIAL ELECTRICAL GOODS

E-mail : standardelectricalsco@gmail.com

Date 2/2/25

M/s.

[illegible]

Signature

QUOTATION / ESTIMATE



STANDARD ELECTRICALS CO.

Dealers in : ALL INDUSTRIAL ELECTRICAL GOODS

Stockists in : Motor Starter, H.R.C. Fuses, Porcelain Kil-Kat, Motor Capacitors, Crompton Greaves, Panel Board Accessories & All Types of Starter Spare Parts

3-4-98, Shop No. 2, Bhavani Complex, Near Noma Function Hall, Mallapur, Hyderabad - 500 076. Cell : 756971885, 186053

E-mail : standardelectricalsco

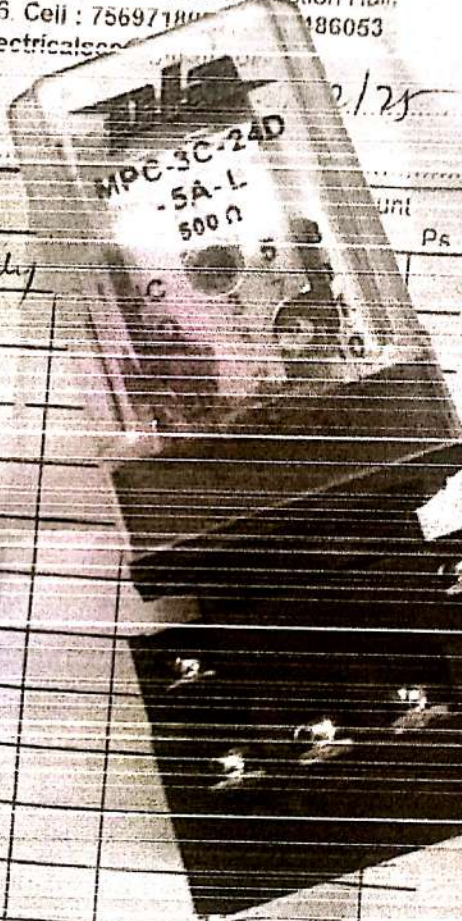
M/S

Sl

No.

PARTICULARS

① 11 pin 24vdc relay with base.



Goods once sold will not be taken back or exchanged

TOTAL

Signature

13/02/2025 10:25

DEBIT VOUCHER			
Company/Firm	MMRK LLP		
Project	GHT		
Voucher no.			
Account head	Nagamalleswar		
Paid to	Maha Lakshmi Traders		
Towards/description of work	Towards Purchase of Gerberit Extension Road for Alpha 10cm towards site use purpose with inward no-17017.		
Location of work	Kowkooor		
Period	06-02-2025 12-02-2025		
Amount in Rs.	380/-		
	Three hundred and eighty rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges, material may be printed/written overleaf. 4. Project may differ from location of work.

Tax Invoice

Shift

→

End

MAHA LAKSHMI TRADERS
 Indian Overseas Bank, Main Road,
 Secunderabad - 500010
 Tel: 9866920214 9177803094
 GSTIN/UIN: 36AHEPK7054M1ZZ
 State Name: Telangana, Code: 36
 E-Mail: mahalakshmitradersalwal@gmail.com
 Consignee (Ship to)

Card Sale

Alwal
 Secunderabad
 State Name: Telangana, Code: 36
 Buyer (Bill to)

Card Sale

Alwal
 Secunderabad
 State Name: Telangana, Code: 36
 Place of Supply: Telangana

Invoice No MLT/5598	Dated 12-Feb-25
Delivery Note	Mode/Terms of Payment
Reference No. & Date	Other References
Buyer's Order No.	Dated
Dispatch Doc No.	Delivery Note Date
Dispatched through Self	Destination
Terms of Delivery	

Sl No	Description of Goods	HSN/SAC	Part No.	Quantity	Rate	per	Disc %	Amount
1	Geberit Extension Road for Alpha 10cm	39269099	242.758.00.1	1 nos	322.03	nos		322.03
	CGST							28.98
	SGST							28.98
	Round Off (+/-)							0.01
Total				1 nos				₹ 380.00

MRN-ALO =

INWARD	
Inward No: 17017	Dt: 13/02/25
MRN No:	Dt:
Received By: Suresh	Sign: S
MAHA & MODI REALTY KOWKUR LLP	

Amount Chargeable (in words)

E. & O.E

Indian Rupees Three Hundred Eighty Only

HSN/SAC	Taxable Value	CGST Rate	CGST Amount	SGST/UTGST Rate	SGST/UTGST Amount	Total Tax Amount
39269099	322.03	9%	28.98	9%	28.98	57.96
Total	322.03		28.98		28.98	57.96

Tax Amount (in words) : Indian Rupees Fifty Seven and Ninety Six paise Only

Company's PAN : AHEPK7054M

Declaration

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for MAHA LAKSHMI TRADERS

Authorised Signatory

This is a Computer Generated Invoice



Scanned with OKEN Scanner

CASH MEMO Ph.: 9490958182

Maravathi Filling Station

Satya Complex, Alwal, Secunderabad-500 010.

No. 4424

Date: 12/2/25

Vehicle No.

Lbs	Item	Rate	AMOUNT Rs. Ps
108	Petrol	108	108
	Diesel	46	
	Oil		
	Others		
Price Inclusive Turn Over Tax		TOTAL	108

Once sold cannot be taken back.
GSTIN: 36A01PG5329112C

Invoice

Invoice No	Dated
MLT/5598	12-Feb-25
Delivery Note	Amount/Terminal/Receipt
Reference No. & Date	Other References
Buyer's Order No	Quantity
Dispatch Doc No	Delivery Note Date
Dispatched through	Commodities
Self	
Terms of Delivery	

HSAC	Part No	Quantity	Rate	Unit	Unit Price	Amount
36099	24271800	1 nos	377.03	nos		377.03
						28.08
						28.98
						0.01
		1 nos				380.00
						F&OE

Indian Rupees Three Hundred Eight

Indian Rupees Fifty

Indian Rupees Fifty

Indian Rupees Fifty

Indian Rupees Fifty

Indian Rupees Fifty

Indian Rupees Fifty

Indian Rupees Fifty

Indian Rupees Fifty

Indian Rupees Fifty

Indian Rupees Fifty

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Indian Rupees Fifty

Indian Rupees Fifty

Indian Rupees Fifty

Indian Rupees Fifty

Indian Rupees Fifty

Indian Rupees Fifty

Indian Rupees Fifty

Indian Rupees Fifty

Vinety Six paise Only

for MAHA LAKSHMI TRADERS



DEBIT VOUCHER			
Company/Firm	MMRK LLP		
Project	GHT		
Voucher no.			
Account head	Nagamalleswar		
Paid to	Pooja Mobiles		
Towards/description of work	Towards purchase of cable and adapter for office mobile with inward no-16998.		
Location of work	Kowkooor		
Period	06-02-2025		12-02-2025
Amount in Rs.	450/-		
	Four hundred fifty rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges, material may be printed/written overleaf. 4. Project may differ from location of work.

POOJA MOBILES

All Types of Mobiles Sales & Services

Shop No. 5-3-109, Bapuji Nagar, Yaprall Main Road, Secunderabad - 500087. (T.S.)

No. **705**

Date **8/2/2025**

M/s. **Sir**

Sl. No.	PARTICULARS	QTY.	AMOUNT								
	Model ①: K2M 2.4TC	1	350								
	IMEI No. ②: C161E	1	100								
	Battery No. :										
	Charger No. :										
INWARD <table><tr><td>Inward No: 16998</td><td>Dt: 08/02/25</td></tr><tr><td>MRN No:</td><td>Dt:</td></tr><tr><td>Received By: Suraj</td><td>Sign: [Signature]</td></tr><tr><td colspan="2">MEHTA & MODI REALTY KOWKUR LLP</td></tr></table>				Inward No: 16998	Dt: 08/02/25	MRN No:	Dt:	Received By: Suraj	Sign: [Signature]	MEHTA & MODI REALTY KOWKUR LLP	
Inward No: 16998	Dt: 08/02/25										
MRN No:	Dt:										
Received By: Suraj	Sign: [Signature]										
MEHTA & MODI REALTY KOWKUR LLP											

Rupees In Words :

TOTAL

450

Warreanty Terms :

- 1) Service will be done by company authorised service centres only
- 2) Original Bill copy and warranty card should be carry for service
- 3) Product received in Gods' condition.
- 4) No Replacement.

Customer Signature

For POOJA MOBILES

[Signature]



oppo vivo



ONEPLUS



POOJA MOBILES

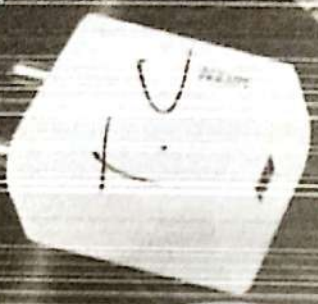
All Types of Mobile Sales & Services

Call: 7014391529
9096281607

Shop No. 52-108, Sange Nagar, Thane (Near Road, Near Bus Stop)
D. No. 1/2/2/25

Model: IMEI No. Battery: Chn: PARTICULARS: AMOUNT: 50

SPEED
EFFICIENT FAST CHARGER



24W
12W

- 1) 5000mAh battery
- 2) 18W fast charging
- 3) 18W fast charging
- 4) 18W fast charging
- 5) 18W fast charging

optio vivo



NICKKA

For POOJA MOBILES

DEBIT VOUCHER			
Company/Firm	MMRK LLP		
Project	GHT		
Voucher no.			
Account head	Nagamalleswar		
Paid to	Auto		
Towards/description of work	Towards Transportation charges for Auto for shifting of material from MHPL@Rampally to ght site.		
Location of work	Kowkooor		
Period	06-02-2025		12-02-2025
Amount in Rs.	260/-		
	Two hundred sixty rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges, material may be printed/written overleaf. 4. Project may differ from location of work.



DEBIT VOUCHER			
Company/Firm	MMRK LLP		
Project	GHT		
Voucher no.			
Account head	Nagamalleswar		
Paid to	Petrol		
Towards/description of work	Towards petrol charges from ght site to Alwal towards purchase of screws .		
Location of work	Kowkooor		
Period	06-02-2025		12-02-2025
Amount in Rs.	108/-		
	One hundred and eight rupees Only.		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges, material may be printed/written overleaf. 4. Project may differ from location of work.

CASH MEMO

Ph.: 9490958182

Amaravathi Filling Station

Near Satya Complex, Alwal, Secunderabad-500 010.



No. **4424**

Date : 12/2/25

Vehicle No.

Ltrs.	Item	Rate	AMOUNT	
			Rs.	Ps.
11.5	Petrol	107	1081	
	Diesel	46		
	Oil			
	Others			
Price Inclusive Turn Over Tax		TOTAL	1081	

Once sold cannot be taken back.

GSTIN : 36AOTPG5338L1ZC

Signature



DEBIT VOUCHER			
Company/Firm	Greenwood welfare Association		
Project	GWA		
Voucher no.			
Account head	Nagamalleswar		
Paid to	Anji		
Towards/description of work	Towards Garbage removing purpose for the month of January		
Location of work	Kowkoo		
Period	06-02-2025		12-02-2025
Amount in Rs.	3,500/-		
	Three Thousand and five hundred rupees Only		
	Cheque/trf no.	Date	Bank
Prepared by	Approved by	Receivers name	Receivers signature

Notes: 1. Print full sheet. 2. To be used for all minor maintenance works. 3. Details of labour, hire charges, material may be printed/written overleaf. 4. Project may differ from location of work.

