

Sub.: Policy on accepting booking amounts and booking forms.

Accountants shall not deposit booking amount cheques without receiving the booking form though they may accept the cheque and block the respective flat / bungalow. The flat may be blocked up till the end of the next working day.

The marketing staff may accept cheques towards booking without issuing the receipt. The receipt may be issued only at the time of signing the booking form. The marketing staff will not accept cash towards booking amount or issue a receipt before the booking form is signed.

In exceptional circumstances marketing staff may request Ramana Murthy / Sambasiva Rao to make the booking form in the office and send the original plus 1 copy to the site so that cash / cheque towards booking can be accepted.

In no circumstances the receipts shall be issued for booking amounts received without signing the booking form.

In case of outstation customers, the booking form has to be made, scanned and sent to the customer by e-mail latest by the end of the next working day from the date of receiving due credit for the booking amount. In case of outstation customers whose booking is made by a representative, booking form must be signed by the representative simultaneously with issue of receipt.

Accountants shall not accept booking forms where information like, Name, father's name, age, occupation, phone no., e-mail address if any, is not given. Under no circumstances shall an outstation booking be accepted without the correct e-mail address.

Soham Modi