

BANGLADESH POST OFFICE

INVOICE OF EMPTY BAGS DESPATCHED

Invoice No.....

Date.....201.....

From :

To :

Class of Bags	No. of bags despatched			Remarks Here state reference if any, and brief reasons for despatch viz. surplus or unserviceable.
	Large	Small	Total	
1. Canvas.....				
2. D-Yellow (Regd).....				
3. D-Blue (Air mail).....				
4. D-White.....				
5. D-Red (Acct Bag).....				
6. D-Green (Cash Bag)..				
7. Water proof.....				

Signature of Receiving Officer

Signature of Despatching Officer

Date Stamp of Receiving Office

Date Stamp of Despatching Office

INSTRUCTIONS

(1) This invoice is to be prepared in triplicate. The duplicate and triplicate copies should be sent to the receiving office and the original retained for office record. The receiving office will retain the triplicate and return the duplicate copy to the despatching office duly signed and stamped.

The invoice will be prepared in quadruplicate when empty bags are despatched by one Sub-Depot to another Sub-Depot under the directions of the Bag Control Office. In such cases the quadruplicate copy will be forwarded to the Bag Control Office.

(2) Separate invoices should be issued for the despatch of form and unserviceable bags which will only be sent to the Bag Control Office by the Sub-depots and suitable remarks given in the remarks column.