All India Institute of Speech and Hearing, Mysore-06

Library and Information Centre *(LI/F/10)*

INVOICE / BOOKS REPLACEMENT REQUEST FORM

SH/LIC/ACQ/2013-14 -- / -- / --

To

M/s ….

Sub: Supplying imperfect books/ producing defective invoice-reg.

Ref: 1. Our Purchase order no……………………. dated ……………….

 2. Your Invoice no…………………………… dated …………………

Sir,

With reference to the above, the invoice produced is found to be defective due to the following. The fresh invoice may kindly be produced at the earliest.

1.
2.

OR

With reference to the above, the following books supplied cannot be accepted due to the reasons mentioned. You are requested to arrange to replace the books at the earliest.

1.

 Yours Sincerely,

 Library and Information Officer