

## Vehicle Requisition Form

**Ref. No.:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**From:** \_\_\_\_\_  
\_\_\_\_\_

**To:** \_\_\_\_\_  
\_\_\_\_\_

**Sub: Requisition of vehicle (Truck / Tractor) to transport consignments.**

Dear Sir,

The items/consignments as per following details are lying ready for transportation to BHEL, Varanasi.

Sl. No.	P.O. No.	Item.	Qty.	Type of Packing (Box/Crate/Loose)	Weight	Size

The above consignments are to be lifted from our works at \_\_\_\_\_ to BHEL, Varanasi on freight to pay basis as per your All India Road transportation rate contract with BHEL, HERP, Varanasi.

You are hereby requested to kindly arrange to place the suitable vehicle immediately.

CC: 1) Purchase Executive  
BHEL, HERP, Varanasi  
2) Stores Executive  
BHEL, HERP, Varanasi

Authorised Signatory for and  
on behalf of vendor

Note: This form duly filled must be sent through fax/e-mail/by hand.

**\*\*For detailed address & contact no. Please visit website [www.bhelherp.com](http://www.bhelherp.com)**