

Requisition Form

(Fresh Booking for Domestic/International Air Ticket)

To,

The Manager
Ashok Travels & Tours (ITDC Ltd.)
Janpath Hotel, Room No. 8 & 9
New Delhi-110001
Tel: 23348745, 23348746, 23365334
Fax: 011-23348744

You are hereby authorized / required to provide the following Air Tickets as detailed below and debit us for the same.

1. Name of Passengers: (1) Mr/Mrs
(Capital Letter) (2) Mr/Mrs
Frequent Flyer No.(if any)
2. Telephone Numbers (Off) Residence
(Off) Residence
E-Mail Address (Off) (Per)
3. Itinerary/Sector:

Date of Travel	From	To	Flight No.	Bkg. Class

4. Diet Instruction

*5. Billing Instruction:- The payment of the above ticket/ s will be made by our..... (Name of Dept.) And by.....(Date) positively. ATT may charge interest if not paid by the mentioned date.

Date:

Time :

Name :

Designation

Tel. Number :

Official seal :

*mandatory