STANDARD R/A BILL FORMAT

Ref. No. Date:

To

The Director

NAME OF EMPLOYER

Address line 1

Address line 2

Sub. : Submission of \_\_\_\_\_\_\_\_\_th. R/A bill

Ref. : Contract dated \_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ work

Project : Project name & nature at Project address

 location , City – Pin no.

Dear Sir ,

Enclosed find our \_\_\_\_\_\_\_ th. R/A bill of value Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Yours sincerely

Encl. : As mentioned

INDEX

 Chapter Description Page No.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 I Summary of this Bill

 II Abstract of this bill

 III Details of this bill

 IV Details of deduction

 V Joint measurement sheets

 VI Statutory documents

Chapter I : Summary of this bill

 A Contract value : Rs.

 B Cumulative value till this bill : Rs.

 C Cumulative value till last R/A bill : Rs.

 D Value of this R/A bill : Rs.

 E Service tax on this bill : Rs.

 F Total deduction in this bill : Rs.

 G Net value of this bill ( D+E-F) : Rs.

Chapter II : Abstract of this bill

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl | Head( As in Abstract of BOQ ) | Till this R/A bill | Till last R/A bill | This R/A bill |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | Total |  |  |  |

Chapter III : Details of this bill

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl | Item | Unit | Rate | Upto this bill | Upto previous bill | This bill |
|  |  |  |  | Qtn. | Amt. | Qtn. | Amt. | Qtn. | Amt. |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

Chapter IV : Details of deduction

Chapter V : Joint measurement sheet

Enclosed find certified Joint Measurement sheet No. \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter VI : Statutory documents

Enclosed find following statutory documents

1)

2)

3)

4)