

Request for Delivery Period Extension

Date:

1	Purchase Order No.		2	Date:	
3	Name of Supplier:		4	Payment Term:	
5	Delivery time/Date of delivery as per PO:		6	Number of Weeks/Days delivery period to be extended:	
7	Reasons for delivery period Extension:				
8	Relevant Enclosures:				

It is recommended for delivery extension with / without any LD due to the above reason for delay in delivery.

Signature	Indenter		HOD	
Name				
Verified	Recommended	Recommended	Approved	
Jr. Superintendent	Store & Purchase Officer	IAO	CFA/Director	