

**01. SALE S/ TECHNICAL INFORMATION**

SERVICES TERMINATION DATE:       /      /        
 CUSTOMER REFERENCE NO:       -      -        
 SERVICES CRITERIA \_\_\_\_\_  
 TERMINATION NOTICE:    - FORMAL            - INFORMAL            - UNINFORMED  
 COMMENTS (IF ANY): \_\_\_\_\_  
 \_\_\_\_\_  
 INVENTORY CLEARANCE: \_\_\_\_\_ CONDITION: \_\_\_\_\_

**02. CUSTOMER ACCOUNTS CLEARANCE**

PAYMENT STATUS:            - CLEAR            - DISCREPANCY  
 ADVANCE AMOUNT (IF ANY): \_\_\_\_\_ SECURITY: \_\_\_\_\_  
 LEDGER DIFFERENCE: \_\_\_\_\_ PENDING AMOUNT: \_\_\_\_\_  
 OUTSTANDING INVOICES: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 DATES OF OUTSTANDING: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 \_\_\_\_\_  
 ACCOUNTS OFFICER SIGNATURE  
 Date: \_\_\_\_\_  
 SALE PERSON COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
 RECEIVABLE: \_\_\_\_\_ WAIVER: \_\_\_\_\_

(Incase of any waiver or adjustment only) DIRECTOR'S APPROVAL

The customer receivable is clear and both companies have no liability on and beyond the signed date.

\_\_\_\_\_  
Accounts Department  
Date:

**03. SYSTEM ADMINISTRATION DEPARTMENT CLEARANCE**

Deal Status            - SERVICE ONLY    - PURCHASE    - RENTAL  
 HARDWARE DETAILS   1. \_\_\_\_\_  
                               2. \_\_\_\_\_  
                               3. \_\_\_\_\_  
                               4. \_\_\_\_\_  
 \_\_\_\_\_  
 System Administration Department  
 Date:

**04. CUSTOMER CLEARANCE**

I \_\_\_\_\_ having NIC no \_\_\_\_\_ on behalf of \_\_\_\_\_  
 \_\_\_\_\_ we terminate services with Brain Telecommunication  
 Limited from \_\_\_/\_\_\_/\_\_\_ and onwards. We have resolved all issues and payment matter mutually. We  
 have received security / advance deposits from Brain Telecommunication Limited (if any). We have received our  
 equipment from Brain Telecommunication Limited (if any). There is no liability between Us and Brain  
 Telecommunication Limited on and beyond the signed date.

\_\_\_\_\_  
Customer Signature  
Date:

*Customer Company Seal*