

FORMAT OF THE 'DEBIT NOTE'

<p>Date of difference _____</p> <p>Outward Clearing Voucher No. _____</p> <p>Paid to _____ _____</p> <p>A/c.. _____ _____ _____ _____ _____ _____ _____ _____ _____</p> <p>Rs. _____</p> <p>Initials</p>	<p>Debit C/D A/C Clearing Voucher Issued (Outward)</p> <p>Valid for 3 months OUTWARD-CLEARING code No. _____</p> <p style="text-align: right;">DATE : _____</p> <p>Clearing Voucher No. Name of the Place _____</p> <p style="text-align: center;">Name of the Bank _____</p> <p style="text-align: center;">Name of the Branch _____</p> <p>The sum of Rupees _____ _____</p> <p>_____</p> <p>is payable to _____ _____</p> <p>on account of difference in our outward clearing. of _____ as per reverse.</p> <p>Rs. _____ Accountant Accountant.</p>
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The difference has arisen due to the following reasons:-

- (1) Casting error in our/your _____ office/branch sheet.
- (2) Cheque No. _____ on our/your _____ office/branch.
delivered unlisted by our/your _____ office/branch.
- (3) Item listed by our/your _____ office/branch sheet but not delivered.
- (4) D.D./ Cheque No. _____ on our/your _____ office/branch for

Rs. _____ listed in our/your _____ office/branch sheet
as Rs. _____

- (5) Our/Your _____ branch figure wrongly carried over.
- (6) Branch/Sub/Part Total for Rs. _____ carried over
as Rs. _____.
- (7) Machine error _____
- (8) Item listed twice _____
- (9) _____