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Date:

The Perpetual Inventory (Quarterly Basis, every after 3 months)

Date/Period from: TO:

The Departments of Accounts/Finance/Customer care/Procurement

For Norbu Healing Arts Centre only

SI No	Item description/Product/services/training	Qty/Units/No	Time/duration	Start/issue date	End date	Price/fees	Mode of payment				Name of Therapy/issuer/Instructor	Remarks
							Cash in hand	Cheque	MBOB/Tpay	Bank Transfer		
Total												

Note: Close the inventory on quarterly basis and open new accordingly

Counter sign; Accounts/Finance/Customer care/Procurement at the time of closing

Note; The inventory would be on perpetual basis not periodic. The inventory would be closed on quarterly basis to avoid the discrepancies