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Bhutan Telecom Ltd.

PROCESS FOR SURRENDER OF TELEPHONE FACILITY

CS/SUR/2003

Date: - _____

TELEPHONE / FAX NO.:		
i.	Name & Address:	
ii.	Location of phone:	

iii.	Effective Surrender: -	
	Date:	
	Time:	

Signature of Customer

FOR OFFICIAL USE.

iv.	Final bill(s) expected to Customer Services Section latest by:			
	Date:			
	Time:			
v.	Contact Name:		Contact Phone:	

To our valued Customer(s)

Please clear your telephone outstanding dues before processing for Surrender and note the final bill(s) processing will take at least two working days. Please visit us again for final settlement at the date and time stipulated in item No.iv. above.

Thank you for your understanding and being our valued customer till now.

Customer Services Section

Cc: The Manager, Billing Section for necessary action.