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Bhutan Telecom Ltd.

OUT OF CYCLE BILL PROCESS FORM

CS/TBI/2002/

Date: _____

PROCESS FOR TEMPORARY BILL OF TELEPHONE / FAX:

i. Name & Address:

ii. Location of phone:

iii. Bill Requested for:

iv. Effective Final / Temporary Bill:

Date:

Time:

Signature of Customer

OFFICIAL USE

v. Final bill(s) expected to Customer Services Unit latest by:

Date:

Time:

vi. Contact Name:

Contact Phone:

Dear Customer (S),

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

Customer Services Section

Copy to:

- i. Manager, Billing and International Services for necessary action.
- ii. Office Copy.

Out-of-Billing Cycle Charge of Nu. 150/- each received Vide Receipt No.

