[COMPANY / FACTORY NAME]

[Address, City] • [Phone]

MATERIAL GATE PASS

OFFICE COPY

Gate pass no.	GP-[0001]	Date / time out	[DD/MM/YYYY] [__:__]
Type	[ ] Returnable [ ] Non-returnable	Department	[Stores / Maintenance]
Issued to (party)	[Name, address]	Vehicle no.	[ABC-1234]
Carried by	[Name / driver]	Mobile	[0000-0000000]
Purpose	[Repair / Return to supplier / Sale / Site use]	Return by	[DD/MM/YYYY]

No.	Description of material / item	Qty	Unit	Ref. (PO / DC / invoice)	Remarks
1	[Electric motor 5 HP, serial no. ____]	1	Nos	[DC-0001]	[For rewinding]
2					
3					
4					

_____ **Prepared by**
Name / date

_____ **Authorised by**
Name / date

_____ **Security (out)**
Name / date

_____ **Received back (in)**
Name / date

---------- cut here ----------

[COMPANY / FACTORY NAME]

[Address, City] • [Phone]

MATERIAL GATE PASS

SECURITY / GATE COPY

Gate pass no.	GP-[0001]	Date / time out	[DD/MM/YYYY] [__:__]
Type	[ ] Returnable [ ] Non-returnable	Department	[Stores / Maintenance]
Issued to (party)	[Name, address]	Vehicle no.	[ABC-1234]
Carried by	[Name / driver]	Mobile	[0000-0000000]
Purpose	[Repair / Return to supplier / Sale / Site use]	Return by	[DD/MM/YYYY]

No.	Description of material / item	Qty	Unit	Ref. (PO / DC / invoice)	Remarks
1	[Electric motor 5 HP, serial no. ____]	1	Nos	[DC-0001]	[For rewinding]
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3					
4					

_____ **Prepared by**
Name / date

_____ **Authorised by**
Name / date

_____ **Security (out)**
Name / date

_____ **Received back (in)**
Name / date