[YOUR COMPANY NAME / LOGO]

[Office address] · [Phone / WhatsApp] · [Email]

PLOT BOOKING FORM

Project: [Project / housing scheme name] · Developer: [Developer name] · Approval / NOC ref: [Authority + number]

Form No.		**Booking date**	
Customer ID		**Dealer / agent code**	

1. Plot details

Block / Phase		**Plot No.**	
Size (marla / sq. ft.)		**Category**	Residential / Commercial
Features	Corner / Park-facing / Main road	**Extra charge (%)**	

2. Buyer details

Full name		**S/O, D/O, W/O**	
CNIC / NICOP No.		**Date of birth**	
Mobile / WhatsApp		**Email**	
Present address		**Permanent address**	

Recent passport-size photograph: attach here ☐

3. Nominee (in case of buyer's death)

Nominee name		**Relationship**	
CNIC No.		**Mobile**	

4. Price and payment plan

Total price (PKR)		**Extra charges (PKR)**	
Down payment (PKR / %)		**Plan**	e.g. 8 quarterly / 24 monthly
Installment amount (PKR)		**First installment due**	
Balloting / allotment payment		**Possession payment**	

Payment received with this form

Mode	Cheque / Pay order / Ref. No.	Bank & branch	Amount (PKR) & receipt no.
Cash / Cheque / Transfer			

5. Key terms (edit to match your project — have them reviewed)

1. Payments are accepted only through [pay order / company bank account]. Receipts are valid only on the company's official receipt.
2. Late payments carry a surcharge of [__% per annum / PKR __ per month] from the due date.
3. If [two] consecutive installments are missed, the company may cancel the booking after written notice; [__%] of the amount paid will be deducted.
4. On surrender by the buyer, [__%] of the amount paid will be deducted; the balance is refunded within [__] days.
5. Transfer is allowed only after clearing all dues, on payment of a transfer fee of [PKR __].
6. Development, possession, utility and government charges are payable as notified: [list].
7. The plot is booked for the buyer only after this form is signed and the down payment has cleared.
8. Any false information or concealment may lead to cancellation under clause 3.

6. Documents attached

☐ Buyer CNIC copy ☐ Nominee CNIC copy ☐ 2 photographs ☐ Payment proof ☐ Other: _____

7. Declaration and signatures

I have read and accept the terms above and confirm that the information I have given is correct.

Sample template — adapt it to your project and have the terms reviewed by a lawyer. Free template from baalki.com

Buyer signature & thumb	**Dealer / agent signature**	**Authorised signatory & stamp**

For office use only

Inventory checked by		**Unit status set to**	Booked
Entered in system by		**Verification code**	

✂ **Buyer's acknowledgement slip**

Form No.		**Plot No. / Block**	
Buyer name		**Amount received (PKR)**	
Receipt No.		**Signature & stamp**	

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