

S.No.	Questions	Answer
1	Name of the Company	
2	Address of the Company	
3	Do you have Own Vehicles	
4	No. of Owned Vehicles	
5	Do you use Hired Vehicles	
6	No. of Hired Vehicles / No of Billing Cycling per Month	
7	Do you have Drivers on your Pay-Roll (Employed Drivers), if yes No. of Drivers	
8	Do you take Drivers on Hire basis	
9	Types of Vehicles Used (Tractor, Trailor, etc)	
10	What kind of goods are usually transported	
11	Whether goods are Loaded at different Locations	
12	Whether goods transported are delivered at single destination (i.e. Point A to Point B)	
13	Goods are delivered at Multiple Destination	
14	Do you maintain trip sheet (One Round Trip shall be covered in one trip sheet)	
15	Are there any Expenses being incurred During Trip	
16	Do you Need Trip Wise Profit & Loss Account	
17	Do you need Driver wise Performance Report [Hrs / Day Basis]	
18	Do you require Diesel Consumption (Qty/Kms) Report	
19	Do you require Hired Vehicle wise Profit & Loss Account	

20	Is Hired Vehicle Payment based on Location	
21	Do you have Own Garage / Service Centre	
22	Is Vehicle Maintenance outsourced	
23	Do you require Tyre Management report	
24	Do you require Vehicle Spare Management Report	
25	Capital Expenses / Intense Maintenance Expenses will be added to vehicle Cost of would be written off as Expenses in books of accounts	
26	Head office / No of Branch Office if Any	
27	No of Tally Licenses. Gold or Silver Packs	