

Date : 23-Dec-2011

From Date : 13-Dec-2011

To Date : 23-Dec-2011

To : Manager, Chq.Books Issuing

Chq.Book Printing for Hatton National Bank
Weekly Summary of Chq.Books Delivered to Branches

Please arrange to reimburse us on account of the following chq.book deliveries to the branches.

		Official			Personal			Corperate			Crystal Circle			The Club			Totals		
S.No		No of 25L Bks	No of 50L Bks	No of 100L Bks	No of 25L Bks	No of 50L Bks	No of 100L Bks	No of 25L Bks	No of 50L Bks	No of 100L Bks	No of 25L Bks	No of 50L Bks	No of 100L Bks	No of 25L Bks	No of 50L Bks	No of 100L Bks	Total Leaves	Rate	Total Charges
1	151 - Akuressa	0	0	0	18	8	2	0	0	6	0	0	0	0	0	0	1650	1.75	2,887.50
2	187 - Pitigala	0	0	0	7	6	0	0	1	0	0	0	0	0	0	0	525	1.75	918.75
3	120 - Deniyaya	0	0	0	3	1	0	0	20	0	0	0	0	0	0	0	1125	1.75	1,968.75
4	073 - Moratumulla	0	0	0	58	9	3	2	2	0	0	0	0	0	0	0	2350	1.75	4,112.50
5	160 - Beruwala	0	0	0	51	16	2	10	7	3	0	0	0	0	0	0	3175	1.75	5,556.25
6	178 - Dikwella	0	0	0	31	8	2	0	0	0	0	0	0	0	0	0	1375	1.75	2,406.25
7	170 - Siyambalanduwa	0	0	1	12	0	0	0	0	0	0	0	0	0	0	0	400	1.75	700.00
8	109 - Aluthgama	0	0	0	19	12	9	0	0	2	0	0	0	0	0	0	2175	1.75	3,806.25
9	081 - Ambalangoda	0	0	0	13	9	1	0	0	1	0	0	0	0	0	0	975	1.75	1,706.25
10	101 - Pelmadulla	0	0	0	8	8	6	0	1	3	0	0	0	0	0	0	1550	1.75	2,712.50
11	039 - Bambalapitiya	0	0	0	16	10	2	0	31	23	0	0	0	0	0	0	4950	1.75	8,662.50
12	197 - Kalawana	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	100	1.75	175.00
13	098 - Kottawa	0	0	0	33	14	4	0	2	5	0	0	0	0	0	0	2525	1.75	4,418.75
14	064 - Maharagama	0	0	0	34	17	7	1	2	1	0	0	0	0	0	0	2625	1.75	4,593.75
15	034 - Kalutara	0	0	0	21	7	6	9	3	9	0	0	0	0	0	0	2750	1.75	4,812.50

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16	045 - Ambalantota	0	0	0	21	2	3	0	0	0	0	0	0	0	0	0	925	1.75	1,618.75
17	108 - Maradana	0	0	0	5	6	2	3	4	0	0	0	0	0	0	0	900	1.75	1,575.00
18	140 - Padukka	0	0	0	15	9	4	0	0	1	0	0	0	0	0	0	1325	1.75	2,318.75
19	056 - Kiribathgoda	0	0	0	13	9	6	4	10	6	0	0	0	0	0	0	2575	1.75	4,506.25
20	075 - Buttala	0	0	0	16	11	5	0	0	0	0	0	0	0	0	0	1450	1.75	2,537.50
21	107 - Elpitiya	0	0	0	6	11	1	0	1	0	0	0	0	0	0	0	850	1.75	1,487.50
22	199 - Urubokka	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	75	1.75	131.25
23	022 - Moratuwa	0	0	0	26	21	6	0	0	0	0	0	0	0	0	0	2300	1.75	4,025.00
24	125 - Matugama	0	0	0	19	1	0	0	1	1	0	0	0	0	0	0	675	1.75	1,181.25
25	086 - Tangalle	0	0	0	14	7	3	0	2	2	0	0	0	0	0	0	1300	1.75	2,275.00
26	013 - Galle	0	0	0	25	13	0	0	5	19	0	0	0	0	0	0	3425	1.75	5,993.75
27	106 - Wellawaya	0	0	0	13	21	1	0	0	0	0	0	0	0	0	0	1475	1.75	2,581.25
28	050 - Embilipitiya	0	0	0	18	14	3	0	0	0	0	0	0	0	0	0	1450	1.75	2,537.50
29	115 - Kollupitiya	0	0	0	7	3	2	3	29	11	0	0	0	0	0	0	3150	1.75	5,512.50
30	027 - Nugegoda	0	0	0	38	32	11	6	14	11	0	0	0	0	0	0	5600	1.75	9,800.00
31	077 - Homagama	0	0	2	12	15	12	0	1	8	0	0	0	0	0	0	3300	1.75	5,775.00
32	068 - Hambantota	0	0	0	15	8	4	1	2	5	0	0	0	0	0	0	1800	1.75	3,150.00
33	059 - Panchikawatta	0	0	0	15	3	2	13	13	8	0	0	0	0	0	0	2500	1.75	4,375.00
34	030 - Ratnapura	0	0	0	15	15	0	0	7	7	0	0	0	0	0	0	2175	1.75	3,806.25
35	038 - Piliyandala	0	0	0	25	22	7	5	10	21	0	0	0	0	0	0	5150	1.75	9,012.50
36	069 - Panadura	0	0	0	17	6	0	2	6	4	0	0	0	0	0	0	1475	1.75	2,581.25
37	061 - Mount Lavinia	0	0	0	16	18	0	3	15	4	0	0	0	0	0	0	2525	1.75	4,418.75
38	093 - Dehiwala	0	0	0	4	9	0	5	6	4	0	0	0	0	0	0	1375	1.75	2,406.25
39	042 - Matara	0	0	0	31	4	2	0	5	3	0	0	0	0	0	0	1725	1.75	3,018.75
40	052 - Horana	0	0	1	20	5	1	4	7	3	0	0	0	0	0	0	1700	1.75	2,975.00
41	112 - Boralesgamuwa	0	0	0	6	8	2	0	6	8	0	0	0	0	0	0	1850	1.75	3,237.50

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42	129 - Kohuwala	0	5	0	8	4	0	2	7	2	0	0	0	0	0	0	1250	1.75	2,187.50
43	092 - Thimbirigasyaya	0	0	0	5	0	2	1	5	6	0	0	0	0	0	0	1200	1.75	2,100.00
44	017 - Kahawatte	0	0	0	17	11	2	0	1	0	0	0	0	0	0	0	1225	1.75	2,143.75
45	043 - Kirulapone	0	0	0	10	5	1	9	15	13	0	0	0	0	0	0	2875	1.75	5,031.25
46	053 - Monaragala	0	0	1	18	11	3	0	0	0	0	0	0	0	0	0	1400	1.75	2,450.00
	Sub Total	0	5	6	797	429	129	83	241	200	0	0	0	0	0	0	89,250.00	156,187.50	
	Grand Total 156,187.50 +VAT,NBT																		

*One Time Monthly Charge, to be included in the last bill of the month only

Yours Faithfully,

.....
Printing Manager
Security Printing Division,
LAKE HOUSE PRINTERS & PUBLISHERS PLC.