

# Valley View Office Park

P.O.Box 1234-00200, Nairobi-Kenya  
City Park Drive Off Limuru Road, Nairobi-Kenya  
Email: valleyview.officepark@gmail.com  
Tel: 254721123456

## Local Purchase Order

Supplier
Name: <b>Kifaru Enterprises Ltd</b> Address: <b>P.O BOX</b> Phone: Email:

L.P.O No.	VAL-LPO-2
Deliver To	Valley View Office Park Site
L.P.O Date	2015-09-28
Expected Date	2015-09-30
REQ No.	SAM-RQ-3

No	Item	Description	Unit	Qty	Rate	VAT	VAT AMT	Discount	Amount
1	STAINLESS STEEL BOLT 6"	Stainless Steel Bolt 6 Inch	Piece(s)	20	200	16%	640	---	4,000.00
2	BRAKE FLUID	Brake Fluid 5 Ltrs	Piece(s)	5	250	16%	200	---	1,250.00

Approved By:-  Name: Walter Omedo
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SUBTOTAL	5250.00
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VAT TOTAL	840.00
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TOTAL	6,090.00
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### CONDITIONS:

- 1.Delivery days STRICTLY Mondays to Thursdays From 2 PM to 5 PM
- 2.The Goods MUST be delivered before 11am
- 3.Goods MUST not be delivered UNLESS you receive a call from either of the Approving Officers
4. Our LPO No. MUST BE QUOTED on your Documents.
- 5.The delivery must be signed by atleast 2 people from the site