



SECURITY BANK CORPORATION
6776 Ayala Avenue, Makati City
Tel. No.: (02) 867-6788
Fax No.: (02) 891-1234

Purchase Order No.: 75861

Date: September 14, 2015

Vendor ID: CAPT000163		Payment Terms: 30 days			
Name: CAPTIVE PRINTING CORP.		Delivery Address: SBC Bldg., #228 Ortigas Avenue, Greenhills, San Juan			
Address: 41 STA ANA DRIVE SUNVALLEY SUBDIVISION, PARANAQUE CITY		Attention: Michaela Danica Diaz			
Telephone No.: 6325463596					
Email Address:		Currency: PHP		Incoterms:	
Item No.	Description	Quantity	Unit	Unit Price	Total Amount
1	Customized Checks CATS Motors, Inc. Specifications: Account Name: CATS Motors, Inc. Account number: 0272-032088-001 BRSTN: 01014-064-6 Serial Numbers: 0000008001 Type: Check wth Voucher (PCHC layout) Specifications: Materials: CBS Check paper 95gsm (PCHC Watermark) No. of colors: 3 color printing + U.V print (Erasable) + 1 color back Size: A4 Others: MICR Encoded, pre-numbered, loose leaves Delivery Date: 09/21/2015 ***NOTHING FOLLOWS*** Instructions to Suppliers: 1. Prior to production, supplier is required to submit sample proof subject to final approval of SBC / SBS / SB Cards authorized personnel. The approved sample proof must be presented to the receiving personnel prior or during delivery as final basis for accepting the goods.	2,000	PIECE	11.00	22,000.00
Total Amount in Words: TWENTY-TWO THOUSAND AND X / 10 ONLY		TOTAL AMOUNT		19,642.86	
		12% (VAT)		2,357.14	
		AMOUNT WITH VAT		22,000.00	
NOTE: This PO is electronically generated and approved . No manual signature is required.					
IMPORTANT: Please immediately acknowledge this order. Acceptance and execution of this order by you implies acceptance of the conditions stated herein. A copy of the PO with conforme should be attached to the Delivery Receipt during delivery. Invoice, Delivery Receipt & PO with signed conforme should be forwarded to 6/F Fincon Disbursement Unit for payment processing.		Procurement Contact Person: JULIUS REY S. SAN JOSE Procurement Officer		Approved by: JOHN T. GARCIA GSD Head 09/15/2015	
		Supplier's Conforme: <div style="text-align: right;">_____ Sign over Printed Name and Date</div>			



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	<p>2. SBC / SBS / SB Cards reserves the right to reject the delivery and or cancel the order if the delivered goods fail to meet the specification mentioned in the Purchase Order.</p> <p>3. Indicate PO reference no. in all copies of Delivery Receipt/s (DR) and Sales Invoice/s (SI). Copy of the PO with signed conforme should be attached to the DR.</p> <p>4. At least two (2) days advance notice shall be given to the authorized personnel prior to delivery. Ensure that authorized receiving personnel affix his/ her signature, printed name and date when goods are received in all copies of DR/s and/or SI/s.</p> <p>5. For deliveries made at GSD Warehouse please follow below step-by step process:</p> <ul style="list-style-type: none">- Please proceed at 4F and look for Justine Naanep / Robert Saclayan (02) 888-7060 / 888-7318.- Delivery receipts should be stamped at 9/f Billings Unit c/o Mhay Bonsol (867-6788 loc 5504) prior to submission of SI for payment processing.- Original copy of SI, copy of DR and PO with signed conforme shall be forwarded at 6/F Fincon c/o Renee Miranda (02) 867-6788 loc 8619 <p>6. For deliveries made at SBC Centre / SBS Building / SB Cards Building or deliveries made directly to the end-users, contact person shall be the end-user and please follow below process:</p> <ul style="list-style-type: none">- Delivery receipts should be stamped at 9/f Billings Unit c/o Mhay Bonsol (867-6788 loc 5504) prior to submission of SI for payment processing.				

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