



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

Purchase Order No.: 76930

Date: December 11, 2015

Vendor ID: CAPT000163	Payment Terms: 30 days
Name: CAPTIVE PRINTING CORP.	Delivery Address: 6776 Ayala Avenue Makati City Cash and Commercial (G/F)
Address: 41 STA ANA DRIVE SUNVALLEY SUBDIVISION, PARANAQUE CITY	
Telephone No.: 6325463596	Attention: Kristine Ann Lizardo
Email Address:	Currency: PHP Incoterms:

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
1	Customized Checks Account Name: Lulu V. Velasco Account number: 0061-227038-001 BRSTN: 01014-001-5 Starting Serial Number: 0002132351 Type: Customized PA Check (PCHC layout) Specifications: Materials: Fully Sensitized CBS 1 Check paper 95gsm (PCHC Watermark) No. of colors: 4 color printing + U.V print (Erasable) + 1 color back Size: 3" x 8-1/2" Others: MICR Encoded, pre-numbered, each booklet (50 checks) is padded and contains printed front cover, blank back cover, one re-order slip and ledger Delivery Date: 12/18/2015	2	BKLS	2,000.00	4,000.00
2	Others Doc Stamp Delivery Date: 12/18/2015	2	LOT	75.00	150.00

Total Amount in Words: FOUR THOUSAND ONE HUNDRED FIFTY AND X / 10 ONLY	TOTAL AMOUNT	3,705.36
	12% (VAT)	444.64
	AMOUNT WITH VAT	4,150.00

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 12/18/2015
	Supplier's Conforme: _____ Sign over Printed Name and Date	



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Item No.	Description	Quantity	Unit	Unit Price	Total Amount
	<p align="center">***NOTHING FOLLOWS***</p> <p>Instructions to Suppliers:</p> <p>1. 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>2. 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>3. 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>4. 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 Alpha Arroyo / 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>5. 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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