



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

Purchase Order No.: 82353

Date: January 24, 2017

Vendor ID: CAPT000163	Payment Terms: 30 days
Name: CAPTIVE PRINTING CORP.	Delivery Address: 6776 Ayala Ave Makati City Central Records (9/F)
Address: 41 STA ANA DRIVE SUNVALLEY SUBDIVISION, PARANAQUE CITY	Attention: Jeraldine Ocuaman
Telephone No.: 6325463596	Currency: PHP Incoterms:
Email Address:	

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
1	Customized Check Specifications: Size: 3" x 8.5" Color: 4 colors + UV print (erasable), 1 color back Materials: Fully Sensitized CBS 1 Cheque paper 95gsm (PCHC Watermark) Security Features: MICR encoded, 100pcs./booklet-padded and contains blank front and back cover one re-order slip and 8 ledgers Account Name: ISABELA SUNRISE TRADING CORPORATION Account Number: 0302-027611-001 BRSTN: 26014-0027 Last Series: 15000 Esource No.: 91928 Note: Exclusive of doc stamp cost (P1.50/pc.) Delivery Date: 02/01/2017 ***NOTHING FOLLOWS*** Instructions to Suppliers: 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.	5	PAD	750.00	3,750.00

Total Amount in Words: THREE THOUSAND SEVEN HUNDRED FIFTY AND X / 10 ONLY	TOTAL AMOUNT	3,348.21
	12% (VAT)	401.79
	AMOUNT WITH VAT	3,750.00

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 02/01/2017
	Supplier's Conforme: _____ Sign over Printed Name and Date	



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Item No.	Description	Quantity	Unit	Unit Price	Total Amount
	<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 Juvy Domantay (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 Juvy Domantay (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				

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	6. Any violation of the above instruction may lead to delay of payment or non - payment. Penalty Clause: Delay in delivery of goods / services shall be charged a penalty of 1% of the total contract price per day of delay (weekends and holidays included) or to cancel or reject the goods / services at no expense to the purchaser.				

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