



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

Purchase Order No.: 81109

Date: October 20, 2016

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

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
1	<b>Customized Check</b> 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, 50pcs./booklet- padded and contains blank front and back cover one re-order slip and 6 ledgers  Account Name: LULU V. VELASCO Account Number: 0061-227038-001 BRSTN: 01014-0015 Last Series: 2132450  Note: Cost of doc stamp (P75.00/bklt) is not included in this PO Delivery Date: 10/28/2016  ***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.  2. Indicate PO reference no. in all copies of Delivery Receipt/s (DR) and Sales Invoice/s	2	BKLTs	2,000.00	4,000.00

Total Amount in Words: FOUR THOUSAND AND X / 10 ONLY	TOTAL AMOUNT	3,571.43
	12% (VAT)	428.57
	AMOUNT WITH VAT	4,000.00

NOTE: This PO is electronically generated and approved . No manual signature is required.

<b>IMPORTANT:</b> 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:  <b>JULIUS REY S. SAN JOSE</b> Procurement Officer	Approved by:  <b>JOHN T. GARCIA</b> GSD Head 10/21/2016
	Supplier's Conforme:  _____ Sign over Printed Name and Date	

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Item No.	Description	Quantity	Unit	Unit Price	Total Amount
	<p>(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"> <li>- Please proceed at 4F and look for Alpha Arroyo / Robert Saclayan (02) 888-7060 / 888-7318.</li> <li>- 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.</li> <li>- 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</li> </ul> <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"> <li>- 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.</li> <li>- 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</li> </ul> <p>6. Any violation of the above instruction may lead to delay of payment or non - payment.</p>				

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	<b>Supplier's Conforme:</b>  <div style="text-align: right;">Sign over Printed Name and Date</div>	



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Item No.	Description	Quantity	Unit	Unit Price	Total Amount
	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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