



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

Purchase Order No.: 81897

Date: December 19, 2016

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	
Telephone No.: 6325463596	
Email Address:	Attention: Jeraldine Ocuaman
	Currency: PHP Incoterms:

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
1	Customized Check CUSTOMIZED CHECK (Continuous Check with Voucher) Doc Stamp: Specifications: Size: 9" x 11" x 2 ply Color: 1st ply: 4 colors front + U.V. Print (erasable) and 1 color back (plus logo), 2nd ply: 1 Materials: 1st Ply: CBS 1 Check paper 96gsm. (PCHC Watermark); 2nd ply: SCCB Security Features: MICR encoded, pre-numbered, continuous construction, contained in corrugated box at agreed number of sets/box Account Name: Union Galvasteel Corp. Account Number: 0191-227346-001 BRSTN: 03014-0011 Last Series: 1304500 Qty: 3,000 pieces Distribution: *3,000 sets - Davao Main c/o Reina Jumawan (ref.# 89712) Note: exclusive of doc stamp cost (P1.50/set) Delivery Date: 12/23/2016	3,000	SETS	14.00	42,000.00
2	Customized Check	2,000	SETS	14.00	28,000.00

Total Amount in Words: SEVENTY THOUSAND AND X / 10 ONLY	TOTAL AMOUNT	62,500.00
	12% (VAT)	7,500.00
	AMOUNT WITH VAT	70,000.00

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 12/20/2016
	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 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. 				

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	<p>- 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> <p>6. Any violation of the above instruction may lead to delay of payment or non - payment.</p> <p>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.</p>				

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