

Purchase Order No. : 19-255

Date : 7/19-2019

Terms of Payment : local Shopping

Mode of Procurement :

NO.	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	3	jar	GLUE ALL PURPOSE in Jar WITH APPLICATOR,mm of 200grams	39.50	118.50
2	40	pcs	BALLPOINT PEN,FINE POINT, BLACK Blue	6.50	260.00
3	48	pcs	BALLPOINT PEN,FINE POINT,BLUE	6.50	312.00
4	6	pads	STICK ON NOTE PAD 3X3,76MM X 76MM (3x3),70gsm	30.00	180.00
			xxxxxx nothing follows xxxxxxxxxxxxxx		
TOTAL					870.50

1. The Agency shall impose penalty in an amount equivalent to 1/10 of one (1) percent of the total value of undelivered order for each day of the delay as liquidated damages.
2. Render your bills in triplicate copies including the original.
3. If the date of the receipt of the Purchase Order by the dealer is not indicated, it shall be deemed received on the 10th working day from the date of the approval of the Purchase Order.
4. For imported items, IMPORTATION DOCUMENTS specifically showing the condition, serial numbers of the equipment purchased, and tax receipts, should be submitted by the supplier

Name and Signature of
Supplier/Representative