



Republic of the Philippines
 SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE
 STII Building, DOST Complex, Bicutan, Taguig City
 Telephone No. 837-2191 to 95; Fax No. 837-7521

FR-FAD-PS No. 015
 (rev.00 10/7/2015)

WORK ORDER

Work Order No. 53-2017 ✓
 Date : 02 August 2017 ✓
 PR No. : 17-04-0172

KAREN INTERNATIONAL INCORPORATED
756 NS Amoranto St.
Quezon City
Tel No. 711-0342

Gentlemen:

In accordance with existing regulations you are hereby authorized to undertake the work indicated below:

Item No.	Qty.	Unit	Description of Work	Unit Price	TOTAL
1.)	200	Pcs.	Customized STARBOOKS Notebook Specifications: <ul style="list-style-type: none"> • Hard-back leatherette cover (strong cyan-blue/strong azure) with engraved STARBOOKS text and logo • 80 gsm paper, super smooth • 150 sheets, lined with STARBOOKS Logo • 6 pages inset colored photos – full colors • Orange ribbon marker & elastic closure • Elegant round corners • Size: 6 x 9 inches Delivery: Twenty (20) calendar days after receipt of final design. Charge to Regular Fund - STARBOOKS	Php 310.00	Php 62,000.00 vvvvvvvvvvvv SIXTY TWO THOUSAND PESOS ONLY.

In case of failure to make the full delivery within the time specified above, a penalty of one tenth (1/10) of one percent for every day of delay shall be imposed.

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Funds Available ₱62,000
 Fund 02-101-2017-000-0821
 Function/Project _____

Recommending Approval:

ALAN C. TAULE
 IRAD Chief

CECILLE ROSE B. RAMOS
 Accountant III

APPROVED:
RICHARD P. BURGOS
 Director

Work Order Received:

By: _____

Date: _____

NOTE: SEE TERMS AND CONDITIONS AT THE BACK.