



January 25, 2016

ST. GIRARD PRINTERS, INC.
No. 33 Presidents' Avenue., Tahanan Village
Paranaque City
Tel. No. 772-1915; 838-2551
Fax. No. 807-9272

ATTN : CHRISTINE B. PESQUERA
Sales Representative

Dear Madam,

Subject : NOTICE TO PROCEED

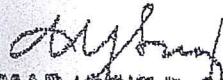
This refers to the Negotiated Procurement (Small Value) for the Supply and Delivery of One (1) Lot Calling Cards for Various Corporate Department under ITE No. COR 18-00137.

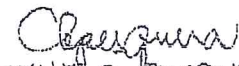
The attached Purchase Order (PO) No. 51470 having been approved, this Notice to Proceed is being issued for you to complete the Supply & Delivery of the said item on or before February 09, 2016.

Kindly acknowledge receipt of this letter and fax it back at fax no. 404-1411.

Thank you.

Very truly yours,


MARJORIE F. SUAREZ
Senior Manager
Procurement & Property Department


CHRISTINE B. PESQUERA / Sales Executive
Received by: Name/Position

Jan. 25, 2016
Date

