



August 18, 2016

TOPBEST PRINTING CORPORATION

197 Ma. Clara St., Bet. 9 & 10th. Ave.,
Grace Park, Kalookan City
Tel. No. 365-8608 to 09
Fax. No. 362-0945

ATTN: **SHIRLEY L. DIONISIO**
Sales Manager

Dear Madam:

Subject : **NOTICE TO PROCEED**

This refers to the Negotiated Procurement (Small Value) of the **Supply and Delivery of Inventory Sticker Tags** under ITB No. **COR 16-00059**.

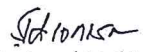
The attached Purchase Order (PO) No. 51690 having been approved, this Notice to Proceed is being issued for you to complete the Supply & Delivery of the said item on or before **August 25, 2016**.

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
Supplies Control and Management Unit, LMD


SHIRLEY L. DIONISIO
Received by: Name/Position

Aug. 18, 2016
Date