Sagarmatha Secondary School

Putalisadak, Kathmandu
Phone 01-4XXXXXX · office@example.edu.np
PAN 30XXXXXXX

Ref. No.: PO-083/84-015

Date: 2083-08-09

PURCHASE ORDER

खरिद आदेश

Supplier	Namuna Stationers Pvt. Ltd.
Address and phone	Bagbazar, Kathmandu · 01-4XXXXXX
PAN / VAT no.	60XXXXXXX
Your quotation	Q-112 of 2083-08-02
Deliver	School store, Putalisadak · by 2083-08-16
Payment	Within 15 days of delivery, by cheque

Items

Please supply the items below at the rates shown, and quote this order number on your delivery note and invoice.

S.N.	Item and specification	Quantity	Rate (Rs)	Amount (Rs)	Remarks
1	A4 paper, 80 gsm	20 reams	650	13,000	
2	Whiteboard marker, black	10 boxes	480	4,800	12 per box
3	Exam answer sheets, 4 pages	2,000	6	12,000	
4	Toner, HP 107A	2	4,200	8,400	original only

Subtotal	Rs 38,200
VAT 13%	Rs 4,966
Total	**Rs 43,166**

In words

Forty Three Thousand One Hundred Sixty Six Rupees Only

Terms

01 Goods must match the quotation and be in sealed packs.

02 Goods not matching the order will be returned at the supplier's cost.

Ram Thapa
Prepared by

Sita Adhikari
Approved for Sagarmatha Secondary School
Principal

Namuna Stationers Pvt. Ltd.
Accepted by the supplier
Signature and date

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