Done

Finance Department
Total Bill Tk. 124,443/-
(-)TDS @ 5 % Tk. 5,411/-
(-)VDS @ 15 % Tk. 16,232/-
Total Payable Tk. 102,800/-
(-) Advanced Adj. Tk.
Net Payable Tk. 102,800/-
Signature & Date

17

Date:29.06.2026

To,

Finance Department

Shakti Foundation for Disadvantaged women.

Please arrange the following payment.

Sl No	On favor of	Total Bill Amount (Vat & Tax: Excluding)	Advance	Payable Amount (Vat & Tax: Excluding)	Approved Ref no.	Mode of payment	Purpose
01	Kolpo Communications	28,500/-	0,00/-	28,500/--	Approved by Head of Procurement	BEFTN	Shakti Branding Wall Clock 50pcs
02		56,800/-	0,00/-	56,800/-	Approved by ~~Head of Procurement~~ Head of Finance		Shakti Mission Vision & MRA Certificate (50+50=100Pcs)
03		17,500/-	000/-	17,500/-	Approved by Head of Procurement		Branch Name Plate 50Pcs
			Total	102,800/-			

In Words: One Lakh Two Thousand Eight Hundred Taka Only .

Please Pay the amount through EFT as per bellow details:

Account Holder	**Kolpo Communication**
Bank Name	Prime Bank
Branch name	Bijoy Nagar
Bank Account	2159177014661
Routing No.	170271093

Prepared by
Md.Tamimul Islam

29/06/26
Abul Hasham Mozumder
Head of Procurement

Finance Department

Checked By
Internal Contro and Legal Department
Shakti Foundation for Disadvantaged Women
5-7-26
Md. Shahid Ali
Assistant General Manager
Assistant Audit Coordinator
Audit and Legal Department
for Disadvantaged Women

CamScanner

KOLPO
COMMUNICATIONS

kolpoapril@gmail.com
kajol_you@yahoo.com
Monsur Bhaban, 45/1, Purana Paltan
(Box Culvart Road), Dhaka
+8801819930930, +8801715498296

To,
Shakti Foundation
House-04, Road-01(Main Road)
Block-A, Section-11, Mirpur,
Dhaka-1216.

Bill **Date: 29.06.2026**

Sub: Bill for Name plate making.

Dear Sir

We are submitted our Bill as bellow for your kind acknowledgement.

Bill No SF: 40

Sl	Items	Particulars	Size	Qty	Rate	Amount
01	Name plate	pvc board inject sticker pasting	30''x20''	50pcs	350/-	17500.00

In word: Seventeen Thousand Five Hundred Taka only.

NB: Excluding VAT & TAX.

Payment: Will be on Account pay A/c no **2159177014661**, Prime Bank PLC. Bijoy Nagar Branch. Dhaka.

Therefore, will be highly obliged if you kindly place our bill, we will grateful to you.

Thanking you

Kajol
Kolpo Communication
01511 930 930

Tamim
Assistant General
Procurement Department
Shakti Foundation
for Disadvantaged

Purchase Order

Ref: 260625000003 — Date: 30-Jun-2026

ace To: akti Foundation ouse No. 4, Road No 01(Main Road), Block: A, Section: 11, Mirpur, Dhaka - 1216	**Supplier:** Kolpo Communication (2311140001) test address

tem ID	Item Name	Model No	Description	Order Qty	Unit	Unit Price (BDT)	Total Price (BDT)	Discount (BDT)	Total Price After Discount (BDT)
100071	Branch Name Plate	Branch Name Plate	3mm pvc board Vinyl Sticker Glossy lamination	50	pcs	350.00	17,500.00	0.00	21,184.21
								Total	**21,184.21**
								Grand Total	**21,184.21**

In word: Taka Twenty One Thousand One Hundred Eighty Four Only

Terms and Conditions

- Materials/service must be as per the approved sample/specification/job description.
- Delivery Chalan/Service completion certificate and invoice have to be submitted for payment.
- If the vendor is unable to deliver the product or service in accordance with the terms and conditions described in the work order, please notify us by letter or email within the next 01 (one) working day from the date of issue of the work order.
- A copy of the purchase order/service order should be submitted with the bill.
- Loading and unloading costs are included.
- Delivery of inferior quality products/services will be punishable from both financial and legal points of view.

ayment Terms

- Credit period: 3 days after delivery

elivery Details:

Item ID	Item Name	Item Model	Delivery Quantity	Measurement Unit	Delivery Work Station Name	Delivery Work Station Address	Delivery Date
100071	Branch Name Plate	Branch Name Plate	50	pcs	HeadOffice (10000000)		29-Jun-2026

epared By:	**Approved By:**
mmul Islam	Mohammad Abul Hasham Mozumder
rchase Manager	Head of Procurement
sistant General Manager	Joint Director

This purchase order is computer generated. No need to Signature