

Letter to supplier

VIJAYA BANK
Shyam Ganj
BAREILLY

To: Jayoti Vidyapeeth Women's
University,
Bareilly, Jaipur.

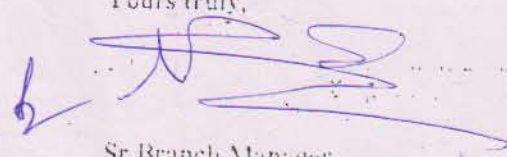
Date: 23-10-09

Sub: Supply of _____ as per your quotation dated 15-09-09

In the above context, I am enclosing herewith our EMD No. 70022
Printed No. 2932-23/09/09 for Rs. 12000/- Your favour and request you to
supply deliver the goods/materials/machinery/vehicle to
against acknowledgement, subject to the following conditions:-

1. Please note to issue your official bill/invoice and stamped receipt, for having received the amount, styled as Vijaya Bank A/c for full value of the material/goods/machinery/vehicle, supplied/delivered.
2. In case of delay or non-delivery of the materials/goods/machinery/vehicle the bank reserves its right to recover the amount with interest @ _____ p.a. with full costs from you.

Yours truly,


Sr. Branch Manager

Accepted

Dated _____

Signature of the supplier