

Expressions Stationery Shop, Inc.

3/F Sterling Place Building, 2302 Pasong Tamo Ext.
Makati City, Philippines, 1231
(632) 813-7828 / Fax: (632) 893-2611
www.expressions.com.ph

To: All Suppliers
Thru: RMD
From: Finance
Date: March 12, 2020
Re: Countering of Outright Suppliers

Please be informed that submission of actual invoices for countering of Trade suppliers is temporarily suspended until further notice. However, may we request to send the summary of invoices for countering with the following format through email address jrjaen@sterlingpaper.com.

- Purchase Order (PO) Number
- Sales Invoice (SI) Number
- Amount
- Date received by Central Warehouse/ Store.

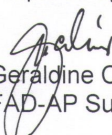
We will issue and email corresponding counter receipt based on the summary received. Actual/Original invoices will be surrendered upon collection.

This is as part of the measures being taken by the Company to contain or prevent the spread of COVID-19 in the community.


Please advise your respective suppliers.

Thank you.

Prepared by:


Geraldine Celino
FAD-AP Supervisor

Noted by:


Ms. Anie-Lyn Laggui
VP Finance

