THE UNIVERSITY OF THE PHILIPPINES PRESS
Epifanio de los Santos Street, Diliman, Quezon City
Telephone No. +63 (2) 928-2558
Telefax No. +63 (2) 926-6642

PROFORMA INVOICE

DATE:		INSTRUCTIONS:
SOLD TO:		1. Fill up Proforma Invoice with your order and contact details, and send to uppressbooks@gmail.com or press@up.edu.ph.
ATTENTION:		
ADDRESS:		2. UP Press will send back the Proforma Invoice indicating the corresponding prices and freight charge.
		3. Pay through ☐ Money order ☐ Bank draft ☐ Manager's check ☐ Landbank*
REFERENCE:		4. UP Press will confirm if payment has been received.
BOOKING NO.:		5. Books will be delivered to your doorstep the next day.
OR NO.:		Important: Orders are only processed during weekdays and delivered after confirmation of payment.
OR DATE:		

QTY.	TITLE	UNIT PRICE	TOTAL
	Less ____% Discount ( )		
			PHP 0.00
	FREIGHT CHARGE		
	TOTAL AMOUNT		PHP 0.00

*For payments made via Landbank:

Account Name: UPS Revolving Fund

Account No.: 1462-1013-48

Send machine-validated copy of deposit slip to UP Press via

fax: +63(2) 926-6642

e-mail: press@up.edu.ph / uppressbooks@gmail.com

Received by:

Name and date