

La Casa de Don Pedro

Guidelines of Doing Business with La Casa de Don Pedro

1. A designated La Casa person will authenticate all procurement action in writing, a copy of which will be enclosed with invoice. Faxed procurement advice will be followed up by original. If a vendor chooses to initiate or complete action to supply La Casa with any goods or services without written authentication, La Casa Fiscal Office retains the right to decide the appropriate specification, price and terms, and vendor agrees to accept the same.
2. Payment can be made by La Casa Fiscal Office only upon receiving (i) an *original* invoice with reference to Purchase Order together with (ii) *original* supporting documents.
3. Invoice for payment will be submitted to La Casa AFTER (and not before) material is delivered or system is installed or service is provided, and will be supported by documentation as follows:
 - a. All materials delivered will be accompanied by packing slip or bill of lading, and duly received by a designated person as supplied in full.
 - b. All systems installed will be evidenced by service orders, and duly accepted by a cognizant person to be functioning as required.
 - c. All services provided will be evidenced by a service order, and duly certified by a responsible person as performed satisfactorily.
 - d. Prices for all third party material supplied and resold to La Casa will be supported by original receipts or invoices from manufacturer or dealer together with any included promotional pricing, discount or rebate for future purchases.

An invoice dated prior to completion of above will be voided and returned to vendor.

4. Normal payment terms will be net 30 days. Any exception to it has to be negotiated and agreed upon IN ADVANCE without which it will not be honored.
5. All material sold to La Casa separately or supplied as part of a system will be pre-approved by La Casa for make, model and specification, and shipped to us in its original carton together with original warranty naming La Casa as the sole warrantee. La Casa will retain the right to procure the item in question directly according to agreed specification.
6. All licenses for software products or permits for use will be in the name of La Casa de Don Pedro and shipped or e-mailed to us directly.
7. Any exception to the above guidelines in order to accommodate a situation on hand will be requested of La Casa and approved by La Casa Fiscal Office BEFORE and not after the fact.

Accepted by me: _____
Print Name

on behalf of: _____
Print Company Name

Signature: _____

Date: _____