

**Annexure D**  
**(For sending First instalment payment for Nursery Tutor and CompuGen)**

From

Date :

\_\_\_\_\_

Town: \_\_\_\_\_ District: \_\_\_\_\_ Pin \_\_\_\_\_

Ph: STD Code \_\_\_\_\_ No. \_\_\_\_\_ Mobile \_\_\_\_\_ Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

To

The Divisional Head  
CompuGen  
'Saikrupa'  
13 (7), Mahalingapuram Main Road,  
Nungambakkam,  
Chennai - 600 034

Dear Sir,

**Sub:** First Instalment payment towards buying the textbooks and to avail Teacher Training & Support Services reg.

**Ref:** Proposal(s) from CompuGen and Letter of Intent issued by our School for the same

Please tick one of the 2 boxes below, and fill up the details:

Alternative 1:- First Instalment payment of Rs. \_\_\_\_\_ (computed @Rs.50/- towards CompuGen for classes 1 to 10 &/or @Rs. 75/- towards Nursery Tutor for classes LKG and UKG)

(OR)

Alternative 2:- Full Payment of Rs. \_\_\_\_\_ (computed @Rs.139.80/- towards CompuGen for classes 1 to 10 &/or @Rs. 217.40/- towards Nursery Tutor for classes LKG and UKG)

The following is the tentative minimum / final number of students from our School for whom textbooks will be required in the following academic year.

| LKG              | UKG | Nursery Total (A) | Computer Science |       |       |       |       |       |       |       | Sub Total (B) | Gross Total (A+B) |       |
|------------------|-----|-------------------|------------------|-------|-------|-------|-------|-------|-------|-------|---------------|-------------------|-------|
|                  |     |                   | Std 1            | Std 2 | Std 3 | Std 4 | Std 5 | Std 6 | Std 7 | Std 8 |               |                   | Std 9 |
|                  |     |                   |                  |       |       |       |       |       |       |       |               |                   |       |
| A X Rs. 217.40 = |     |                   | B X Rs. 139.80 = |       |       |       |       |       |       |       |               |                   |       |

The final numbers of textbooks ordered shall not be less than the number declared now, classwise. We understand that there will be no refund on any such shortfall in numbers. Despatch Instructions Note will be sent later with exact number of student strength classwise.

Looking forward to a mutually beneficial long-term relationship,

Sincerely Yours,

Signature : \_\_\_\_\_

PRINCIPAL / CORRESPONDENT

Name : \_\_\_\_\_

Date : \_\_\_\_\_

School Seal :