

INVOICE

Kepada:

Perbadanan Produktiviti Malaysia (MPC)

Lorong Produktiviti

Off Jalan Sultan

46200 Petaling Jaya

(up: En Mahadi)

INVOICE NO: -INV-MPC-8-3-2021

DATE : 8 March 2021

PAGE : 1/2

Your ref : 009039-00

ITEM	PARTICULARS	RATE	AMOUNT	
			RM	
	Pembayaran Khidmat Berikut :			
1.	Start the webinar system an hour earlier for necessary preparation	RM500 x 3	1,500	00
2.	Coordinate the sessions			
3.	Design poster/brochure (Deliverable: poster/brochure)			
4.	Identify attendees and send invitation to stakeholders via email and social media platform			
5.	Assist moderators and speaker during Q&A session, as well as to respond on any queries in the chat			
6.	Prepare, provide and manage technical support during the webinar (internet connection, recording, screen shot of the event)			
7.	Prepare report on the webinar session (attendance list, analysis of the survey and list of questions and answer of the session) (Deliverable: Report of the session)			
8.	Key-in participant details in CDMO Customer Database			
	Nama Program : National Competitiveness Webinar Series 2021: Sembang RIA (February 2021) Sembang RIA Element 2 – 10 February Sembang RIA Element 3 – 18 February Sembang RIA Element 4 – 25 February			
		TOTAL	1,500	00


Syed Izzat Emir
8/3/2021

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Payment should be made payable to:
SYED IZZAT EMIR SYED AHMAD RAZALI
NO 5, JALAN USJ 2/5J
47600 SUBANG JAYA
SELANGOR
NAMA BANK: MAYBANK
Account Number: 164165038118
E-mail: izzat_emir@hotmail.com

Disediakan Oleh:



Syed Izzat Emir
8/3/2021

Approved by:

Saya memperakui bahawa barang
orang/perkhidmatan yang dipesan
telah dilaksanakan dengan memuaskan
dan sempurna.

Tandatangan: 
.....
Name:
Jawatan:
Terikh: 9 Mac 2021