




				INVOICE	
CLIENT ACCOUNT MALAYSIA PRODUCTIVITY CORPORATION Lorong Produktiviti, Jalan Sultan, 46200, Petaling Jaya, Selangor. Website: www.mpc.gov.my				INVOICE NO. MPC/NCSWS/061/MAR/2021 VERSION 0 CLIENT'S REF. LPO008980-00 INVOICE DATE 8-Mar-21 QUOTATION REF. MPC/NCSWS01/DEL/01/21 PAGE(S) 1	
: Ms. Shanthini Tamadoram Productivity & Competitiveness Development (PCD) : +603 7955 7266 shanthini@mpc.gov.my					
No	Description	Qty	Cost	Subtotal (RM)	Amount (RM)
JOB TITLE: SERVICE FEE FOR RAPPORTEUR FOR 10 SESSIONS ON NCS WEBINAR SERIES 2021 APPOINTMENT LETTER : MPC.600-7/3/47 PCD dated 19 January 2021					
A	SCOPE OF WORK Scope of work & deliverables for Rapporteur:- 1. To attentively listen and prepare a detailed report of the webinar session. 2. To note down all Q&A during the webinar session 3. Produce a report with maximum of 5 pages 4. Arial font 12 5. 1.5 line spacing 6. To be submitted in 3 working days to MPC 7. To submit a complete rapporteur report with the required format description	10.00	750.00	7,500.00	7,500.00
B	REPORTS COMPLETED (TITLE) 1. Introduction to Behavioural Insights dated 27 January 2021 / 2 hours / 10 Pages 2. Introduction to Behavioural Insights dated 29 January 2021 / 2 hours / 10 Pages 3. Introduction to Behavioural Insights dated 17 February 2021 / 2 hours / 10 Pages 4. Developing Talent For Productivity dated 3 February 2021 / 1 hour / 5 pages 5. Designing High-Performance Culture For Organisation 5 February 2021 / 1 hour / 5 pages 6. Problem-Solving and Decision Making for High Performing Teams 10 February 2021 / 1 hour / 5 pages 7. Leading In The New Age: Moving from Loyalty to Mutual Benefits 19 February 2021 / 1 hour / 5 pages				
GRAND TOTAL (RM)				7,500.00	7,500.00
				Actual Total Cost	7,500.00
Prepared & Signed by  DENISE ELVIRA LIM				Accepted by 	
PAYMENT DETAILS Kindly make payment to MAYBANK A/C 311140003300 NAME: DENISE ELVIRA LIM CONTACT: +6016 696 6814 EMAIL: ELVIRA.DENISE@GMAIL.COM				Saya memperakui bahawa barang-barang/ perkhidmatan yang dipesan telah dilaksanakan dengan sempurna  	
*This is an electronically generated invoice				Shanthini Tamadoram Penolong Pengurus Malaysia Productivity Corporation 18/03/2021	
If you have any questions about this invoice, please contact [Email To: Denise Elvira Lim, Contact No.: +6016 696 6814, E-mail: elvira.denise@gmail.com] [Mailing address: No. 15 Jalan Sri Tanjung 1, Taman Sri Andalas, 41200 Klang, Selangor]					
THANK YOU					