

PAYMENT REQUEST FORM

Date Requested: February 7, 2023

Date Needed: ASAP

Mode of Payment: Cash

Check

(If the request is above Php 1,000.00, cheque will be required)

Payee: AUBREY ROSIE TRANCE

Department: Human Resources

Amount: ₱ 11,000.00

Expense Type:

Purpose: Payment for Breaststyle Photo Booth - DTC Technologies

Remarks:

Attachment (if applicable):

- ☐ Signed Agreement (Signed by executives and consultant)
- ☐ TIN IDs and Valid Gov't ID to ISS. PAG-IBIG, PASSPORT, DRIVERS LICENSE (for new consultants)
- ☐ Billing statements for the applicable month.
- ☐ COR / BIR 2303 FORM
- ☐ Receipts/Notarial Copies

BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT

Bank: BPI SAVINGS ACCOUNT

Branch: GRACE PARK, RIZAL AVE. BRANCH

Account Number: 4315840700

REQUESTED BY:

LYNARDY BARRA
Name Over Signature/ Date

APPROVED BY:

ATTY. JAYCEE LAMSEN
(Human Resources Head)

For incomplete attachment

APPROVED BY:

EXECUTIVE OFFICER:

Note: Accounting Payable Process is 5 working days upon receipt of original Payment Request Form & complete supporting documents.

Please attach approved quotation(s) or any proof to support your request. This form will only be used for NON P.O item(s) such as contracts & permits payments.

FOR ACCOUNTING ONLY

Processed by:	Processed by:	Verified by:	Approved by:
Name Over Signature/ Date	Name Over Signature/ Date	Name Over Signature/ Date	Name Over Signature/ Date

Document No.: AHD20161017-001 v.3



CONFORME

Address: 1103 D. Gomez St. Bo. Obrero Tondo, Manila
Phone: +63 986 230 9571
Email: fabre514@gmail.com

DATE January 31 2023
REVISED

TO
Name: Gabriel Villa / ATTY. JAENICEN LAMEN
Address: _____
Contact No.: _____

JOB ORDER

PHOTOBOOTH

PAYMENT TERMS

EVENT DATE

Full payment on the day

FEB 17 2023

QUANTITY

PROJECT DESCRIPTION/DETAIL

UNIT PRICE

TOTAL

1

4-hour photobooth services, Red Carpet style

Php11,000.00

Php11,000.00

Venue: _____

Time: _____

TOTAL

Php11,000.00

DOWN PAYMENT UPON

CONFIRMATION

Php0.00

BALANCE DUE

UPON DELIVERY

Php11,000.00

This quotation is subject to the conditions noted below:

1. This conforme also serves as an agreement for Bree Style to provide the services requested (as stated in the description) to the signed CLIENT.
2. The CLIENT accepts and confirms this quotation either thru the ff:
 - a. Sends back signed conforme
 - b. Indicates in the email reply on the conforme
 - c. Request to design, revise, proof-read or mock-up of project item as specified.
3. The CLIENT agrees to pay a non-refundable reservation fee due upon confirmation of the services stated above. Payments may be coursed through BPI under the account number of Aubrey Rose C. Trance.
4. The CLIENT agrees to furnish a facility that completely protects the staff and their equipment from direct sunlight or rain. Furthermore, any equipment or props that will be damaged intentionally or unintentionally by the client themselves and/or their guests during the event, the CLIENT agrees to shoulder the equivalent amount of the damaged property.
5. The CLIENT agrees to provide Bree Style and its 2 staff crew meals during the set-up period (either breakfast or lunch), and during the actual event (either lunch or dinner). Should the client opt to give an allowance, the requested amount is P150 per head per meal.
6. A 15 min grace period after the agreed rent hours will be given to the paying client/s only to allow them to have their turns in the photobooth. We will pack up after the 15 minutes is up. Should the client requests for a session after the grace period is up, the current hourly rate will be charged. To avoid the excess charge, we advise the client/s to have their sessions before their grand entrance or during meal time.
7. In the event, that the contract is pre-terminated at least one (1) month prior to the event date, the CLIENT agrees to pay at least 50% of the agreed rate.
8. Valid until the specified above event date.

Prepared By:
Aubrey Rose C. Trance
Signature Over Printed Name

Accepted and Confirmed By:
Gabriel Villa / ATTY. JAENICEN LAMEN
Signature Over Printed Name

Date: _____

THANK YOU FOR YOUR BUSINESS!



This certifies that

BREESTYLE GRAPHIC DESIGN SERVICES
(CITY/MUNICIPALITY)

TONDO I/II, NCR, CITY OF MANILA, FIRST DISTRICT - NCR - NATIONAL CAPITAL REGION

is a business name registered in this office pursuant to the provisions of Act 3883, as amended by Act 4147 and Republic Act No. 863, and in compliance with the applicable rules and regulations prescribed by the Department of Trade and Industry.
This certificate issued to

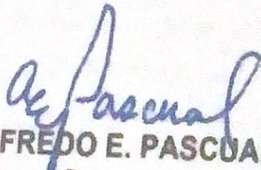
AUBREY ROSE CONCEPCION TRANCE

is valid from 05 December 2022 to 05 December 2027 subject to continuing compliance with the above-mentioned laws and all applicable laws of the Philippines, unless voluntarily cancelled

In testimony whereof, I hereby sign this

Certificate of Business Name Registration

and issue the same on 05 December 2022 in the Philippines.


ALFREDO E. PASCUAL
Secretary

Business Name No. 4329479

This certificate is not a license to engage in any kind of business and valid only at the scope indicated herein.



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