

**PAYMENT REQUEST FORM**

Date Requested: February 7, 2021

Date Needed: ASAP

Mode of Payment: Cash ☐ Check ☐

*If the request is above Php 1,000.00, cheque will be returned*

Payee: FOOD DETAILS INC.

Department: Human Resources

Amount: Php 360,000

Expense Type: \_\_\_\_\_

Purpose: Payment for Food Details Inc. QTC Thanksgiving

Remarks: \_\_\_\_\_

**Attachment (if applicable):**

- ☐ Signed Agreement (signed by executives and consultant)
- ☐ TIN IDs and Valid Gov't ID to LGSS, PAG-IBIG, PASSPORT, DRIVERS LICENSE (for new consultants)
- ☐ Billing statement for the applicable month
- ☐ COR / BIR 2305 FORM
- ☐ Receipts/Notarial Copies

**BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT**

Bank: \_\_\_\_\_

Branch: \_\_\_\_\_

Account Number: \_\_\_\_\_

REQUESTED BY:

LYN JOY BARRA

Name Over Signature/ Date

APPROVED BY:

ATTY. JAYCEE BALAMSEN

(Immediate Head)

*For incomplete attachment*

APPROVED BY:

EXECUTIVE OFFICER:

*Note: Accounting Payables Process is 3 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.: AFD20161017-001 v.3



BIR  
Form No. **2303**  
Revised July 1997

REVENUE DISTRICT OFFICE - PANANALAPI  
KAWANIHAN NG REENTAS INTERNAS  
REVENUE REGION NO. 807  
REVENUE DISTRICT 804

0000000676914

### CERTIFICATE OF REGISTRATION

TIN <b>005 760 352-004</b>	NAME <b>FOOD DETAILS, INC.</b>	REGISTRATION DATE <b>10/24/2014</b>
REGISTERED ADDRESS <b>WACK WACK GOLF &amp; COUNTRY CLUB WACK WACK ROAD SHAW BLVD MANDALUYONG CITY</b>		

REGISTERED ACTIVITY(IES)

TAX TYPE

REGISTRATION FEE

TRADE NAME

LINE OF BUSINESS / INDUSTRY

**FOOD DETAILS, INC. - WACK WACK  
BRANCH**

**5529 RESTAURANTS, BARS, CANTEENS,  
EATING AND DRINKING PLACES**

SEC REG NO. A200004770

DATE ISSUED: 03/27/2000

BIR REG DATE: 10/24/2014

FILING OF REQUIRED TAX RETURN/S TO CONFORM WITH ABOVE TAX TYPE/S WITH OR WITHOUT OPERATION TO AVOID PENALTIES

INCOME TAX				WITHHOLDING TAX - EXPANDED	
SINGLE PROPRIETOR		CORP/PART/ASSOC.		1601E - 10th day of the following month	
1701Q		1702Q		1604E - Annual Information Return - March 1	
1ST Qtr	APR 15	1ST Qtr	90 DAYS AFTER	WITHHOLDING TAX - COMPENSATION	
2ND Qtr	AUG 15	2ND Qtr	115 END OF	1603C - 10th day of the following month	
3RD Qtr	NOV 15	3RD Qtr	THE QUARTER	1604CF - Annual Information Return - Jan 31	
1701	APR 15	1702	APR 15		
VAT				PERCENTAGE TAX	
2550A - 10th of the following month				2551M - 20th day of the following month	
2550B - Every 25th day after the close of each quarter					

WITHIN 30 DAYS FROM REGISTRATION DATE THE  
FOLLOWING SHOULD BE ACCOMPLISHED

\* BOOKS OF ACCOUNTS  
\* AUTHORITY TO PRINT INVOICES/RECEIPTS

RENEWAL OF ANNUAL REGISTRATION FILE ON OR  
BEFORE JANUARY 31 USING BIR FORM 0605

IMMEDIATELY INFORM THIS DISTRICT OFFICE IN  
CASE OF TRANSFER/ CESSATION OF REGISTRATION  
AND OTHER CONCERNS BY FILING FORM 1503

I HEREBY CERTIFY THAT THE ABOVE NAMED PERSON IS REGISTERED AS  
INDICATED ABOVE, UNDER THE PROVISIONS OF THE NATIONAL INTERNAL  
REVENUE CODE, AS AMENDED.



*Corazon M. Montes*  
CORAZON M. MONTES

REVENUE DISTRICT OFFICER (signature over printed name)

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS

EN





**Date: February 17, 2023**

Name of Client : **DIGITS TRADING CORPORATION**  
Event Title : **DIGITS TRADING CORPORATION**  
Email Address :  
Tel no. :  
Date of Event & Time : **FEBRUARY 17, 2023 / Time: 6PM**

Greetings from **FOOD DETAILS INC.**

It is our pleasure to submit our **CONTRACT**. Should you need any further assistance, we will be more than glad to assist you.

**I. CATERING REQUIREMENTS:**

Date and Time	Venue	Final # of Persons	Price per Head	Total
February 17, 2023 / 6pm	Pavilion A	380 Pax	1,050.00	399,000.00
				<b>399,000.00</b>

**II. INCLUSIONS AND AMENITIES**

Buffet Table and Set up, Table and Chairs, Linen, Glasses, Plates, Cutlery, Menu Label

**III. CORKAGES**

Lechon	- 1,000/pc	Wine	- 500/bottle
Lechon Baka	- 2,500/pc	Hard Drinks	- 700/bottle
Food Carts	- 1,000/cart	Beer	- 500/case
Dishes/Viands	- 1,000/container		



#### **IV. MENU PROPOSAL (Final Menu)**

##### **Customized Menu** **P1,050/person for 380pax**

###### **Soup**

Sweet Corn and Crabmeat Soup

###### **Entrées**

Shredded Black Mushroom and Vegetable w/ Dried Scallop

Bihon Guisado

Herb Chicken w/ Rosemary and Thyme

Sweet and Sour Pork

Sliced Beef w/ Baguio Beans and Oyster

Yang Chow Fried Rice / Plain Rice

###### **Desserts**

Moist Chocolate Cake

Mango Sago

###### **Drinks**

Iced Tea

###### **Note:**

Space in front of stage

4way Buffet

1 Reg. Table 4 seater

Linen Gold

40 Round Table

Manage Buffet





## **Terms & Conditions:**

**I. BILLING ARRANGEMENT.** P30, 000.00 down payment is required upon signing the letter of CONFORME and non-refundable. The balance should be settled in cash or check before the day of the function. If payment shall be made by check, kindly make it payable to **FOOD DETAILS INC.** Prices are subject to change without prior notice unless the client has signed the CONFORME.

- Check payment should be made 5 days before the event for bank clearing
- Extra charges not included in the contract but consumed within the day of the event (i.e. drinks) shall be paid on the day itself immediately after the event
- Payment made may be deposited directly to the account of **FOOD DETAILS INC.**

**Bank of Commerce**  
**Food Details Inc.**  
**900-00-003136-5**  
**Ayala Branch**

**II. MODIFICATION.** The minimum guaranteed no of pax shall become **FINAL** after signing the CONFORME. Changes or modifications such as in the number of pax, motif, set up, and the like should be communicated to us at least 5 days before the actual date of function.

**III. CANCELLATION.** In case of cancellation, written notice shall be given by the contracting parties/its representative herein, and must be received by **FOOD DETAILS INC.** If received at least 7 days before the date of event/affairs, the contracting parties/its representative herein, shall pay 20% of total contract price as and by way of cancellation fee and/or liquidated damages. If received at least 4 days before the date of event/affairs, the contracting parties/its representative herein, shall pay 50% of total contract price as and by way of cancellation fee and/or liquidated damages.

- Failure of the contracting parties/its representative herein, to serve notice to Food Details Inc. about the cancellation of the affair/event earlier than 4 days before the event shall make the contracting parties/its representative herein liable for cancellation fee at the rate of 100% of the total contract price.



**IV. RE-SCHEDULE.** In case of postponement, client should notify Food Details Inc. at least 5 days before the said event. In the event that the client fails to inform Food Details Inc. within the period specified, the client shall be liable to pay the corresponding expenses incurred by Food Details Inc. in the preparations for the event.

**V. OTHERS.** The performance of this agreement is subject to acts of God such as typhoons, earthquakes, fires, floods, or other disasters as well as acts of man such as war, government regulations or orders, strikes, civil disorders, curtailment of transportation facilities, extra-ordinary vehicular traffic, or other emergencies making it inadvisable, illegal or impossible to uphold previous contractual agreements. Food Details Inc shall have no responsibility or liability during such fortuitous events for failure to supply any service when prevented from doing so by the occurrence of the foregoing or any causes beyond Food Details Inc control, which may affect normal catering operations.

Conforme:

ATTN. Jamuel Morales

Client Name & Signature or  
Company, Name of Representative

DATE: \_\_\_\_\_

Received By:

**Jem Andrew Morales**  
FOOD DETAILS INC.