

PAYMENT REQUEST FORM			
Date Requested: <u>February 2, 2023</u>		Date Needed: <u>ASAP</u>	
Payee: <u>Lyra Joy Rara</u>		Department: <u>Human Resources</u>	
Amount: <u>Php 80,000</u>		Expense Type: _____	
Branch Name: <u>BDO - Wilson Branch</u>		_____	
Purpose: <u>Payment for Event Stylist</u>			
Remarks:			
WHAT: <u>Payment for Event Stylist - Thanksgiving</u> BANK: <u>BDO - Wilson Branch</u> ACCOUNT NAME: <u>Lyra Joy Rara</u> ACCOUNT Number: <u>6580140193</u>			
REQUESTED BY: <u>LYRA JOY RARA</u> <div style="text-align: center; font-size: small;">HR Officer</div>		NOTED BY: <u>ATTY. JAENICK A. LAMSEN</u> <div style="text-align: center; font-size: small;">Division Manager</div>	
APPROVED BY: <u>ANNABELLE PAW</u> <div style="text-align: center; font-size: small;">Executive</div>			
<i>Note: Accounting Payables Process is 3 working days upon receipt of original Payment Request Form & complete supporting documents.</i> <i>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.</i>			
FOR ACCOUNTING ONLY			
Processed by:	Processed by:	Verified By:	Approved by:
Name Over Signature/ Date	Name Over Signatu	Name Over Signature/ Date	Name Over Signature/ Date
Document No.: AFD20161017-001 v.3			



4028 KALAYAAN AVE. MAKATI, METRO MANILA
09999188832
flowersandeventsbyjannie@gmail.com

SERVICE CONTRACT

Date: January 31, 2023

Event Title: DTC Thanksgiving 2023
Client Name: Digits Trading Corporation
Address: 56 Mayor Ignacio Santos Diaz st. San Martin De Porres Cubao,
Quezon City
Date: February 17, 2023
Venue: Wack-wack Golf and Country Club

Sir/Ma'am,

We're pleased to submit to you our service contract for your upcoming event.
Please find the following details below.

Details	Description
Photowall	8ftx12ft Gold sequined With balloon decors
Entrance Arc	Star frame with fairy lights
Table Centerpiece	1 pc all red flower topiary with 5 pcs battery operated candles All red topiary flower arrangements
Stage Backdrop	2 pcs side panel shimmer backdrop (4x8ft/panel)
Red Carpet	3ftx20ft red carper along the entrance hall
Total Package Cost:	Pho80, 000.00 (Net)

Terms and Condition

Cost includes the following:

1. Early Preparation
2. Production Cost
3. Transportation
4. Tools and Styling Equipment

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JANRE GABUTIN will not consider your reservation / booking without conforme of quotation.

CREW:

A total of (10) staff and crewmembers will be in-charge during the date of the event.

PAYMENT TERMS:

Payment: Please make check payment available to **Archle Dema-ala, or hand over cash to Janre Gabutin.**

50% Down Payment on the Day of the Event
50% Full payment on the day of the Event.

CLIENT to provide the following:

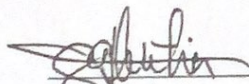
Details of the Event.
Meals for the 10 event styling staff.
Accommodation/holding area for the event styling team if needed.

Janre Gabutin and team reserves the right not to set up any or all of its props, equipment (s) should there be any risk in terms of security & safety of its production staff & equipment.

We hope everything is in order. Should the above meet your favorable approval, kindly signify your conformity on the space provided below.

Kindly affix your signature if proposal's acceptable and email the same to flowersandeventsbyjanre@gmail.com. For any questions or additional inquiries, please call us at 09999188832. Thank you!

Sincerely yours,



Janre Gabutin
Owner/Stylist
Flowers and Events

Conforme:

ATTY. (JANICE) (A. LAMSA)

Client's Name and Signature