

PAYMENT REQUEST FORM			
Date Requested: <u>February 2, 2023</u>		Date Needed: <u>ASAP</u>	
Payee: <u>Food Details Inc.</u>		Department: <u>Human Resources</u>	
Amount: <u>Php 30,000</u>		Expense Type: _____	
Branch Name: <u>Bank of Commerce- Ayala Branch</u>		_____	
Purpose: <u>Payment for Food - Thanksgiving</u>			
Remarks: <div style="margin-left: 20px;">             WHAT: <u>Payment for Food - Thanksgiving</u>              BANK: <u>Bank of Commerce- Ayala Branch</u>              ACCOUNT NAME: <u>Food Details Inc.</u>              ACCOUNT Number <u>900-00-003136-5</u> </div>			
REQUESTED BY: <u>LYRA JOY RARA</u> <div style="text-align: center; font-size: small;">HR Officer</div>	NOTED BY: <u>ATTY. JAENICE A. JAMES</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 &amp; 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 &amp; 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			



**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:

APV.   
Client Name & Signature or  
Company, Name of Representative

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

Received By:

**Jem Andrew Morales**  
FOOD DETAILS INC.