

SECURITY BILLING CHECKLIST

- 1 Endorsement from Department Manager
- 2 Billing Statement (invoice)
- 3 Certification of total duty hours (Name of Guard with corresponding total duty hours)
- 4 Security detachment (Post assignment and Time of Duty)
- 5 DTR Summary signed by TIEZA and Agency's representative
- 6 Individual DTR signed by Guard on Duty, Head Guard, and TIEZA representative

MEMORANDUM

TO : The Manager
Financial Services Department

FROM : Manager
Operations Department

SUBJECT : Processing of Security Services Payment

DATE : August 5, 2021

This is to request for the processing of the attached Statement of Account from Circa Security and Investigation Inc. for security services rendered at Club Intramuros Golf Course & Light and Sound Museum for the period covering June 1-15, 2021.


Atty. MARIA TERESA C. ALVAREZ

BILLING STATEMENT

Nº 5035

TO: Senior Infrastructure and
Enterprise Zone Authority (TIEZA) Terms: 1-15
 ADDRESS: Caridad Macapagal Ave,
Car. EDSA Ext., Parang City Date: June 15, 2021

Billing for Security Services rendered for the period.

from June 1 to June 15, 2021

Billing for:

Due to Guard & Gov't	<u>30 Guards</u>	P	<u>342,603.88</u>
Agency Fee			<u>8,985.95</u>
VAT			<u>1,006.30</u>
TOTAL AMOUNT DUE		P	<u>351,996.10</u>

NOTE: This is not valid as a receipt of payment. Please make all checks payable to Circa Security & Investigation, Inc. Interest will be charged at the rate of 2% per month on all unpaid balance:

THANK YOU

RECEIVED ORIGINAL

Date _____

By _____

Designation _____

Circa Security and Investigation, Inc.

[Signature]

Printer's Accreditation No. 25BMP20180000000036
 Date Issued 12-14-2018

ATARDAR
 10 Bkts. (50x2) 5001-5500
 BIR Authority to Print No. OCN4700002358851
 Date Issued 03-02-2020: Valid Until 03-01-2025
 ATARDAR-Triple 7 Printing Press Enterprises
 NELSON D. PREPOTENTE - Proprietor
 VAT REG. TIN: 222-223-640-000

ed by:
[Signature]
ER. GONZALES
 Director

"THIS DOCUMENT IS NOT VALID FOR CLAIMING INPUT TAXES"
 THIS BILLING STATEMENT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP