



# COPIERONLINE PHILIPPINES INC.

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## PUREGOLD PRICE CLUB, INC.

**Attention: Ms. Arianne R. Dela Rama**  
**General Admin Services**

Dear Ms. Dela Rama,

Good day.

Thank you for the update.

We acknowledge that the proposed Head Office renewal contract has been routed to your Legal Team for review. However, we wish to clarify that the renewal process is separate and independent from the settlement of the outstanding and already reconciled account payables, which were confirmed and marked as reconciled as of January 23, 2026.

As stated in our formal letter, the Head Office Printing Service Contract expired on January 31, 2026, and no renewal or extension is currently in effect. Accordingly, the absence of an approved renewal contract does not suspend nor defer the obligation to settle the reconciled outstanding balance.

In line with our notice, we respectfully maintain our request for full settlement within fifteen (15) days from receipt of our demand letter. Kindly note that CPI is no longer in a position to accommodate extended collection timelines given the prolonged aging of this account.

Should Puregold wish to pursue renewal, we reiterate that a formal written request must be submitted, subject to management review and full settlement of outstanding obligations.

We look forward to your confirmation on the payment schedule within the prescribed period.

Very truly yours,

COPIERONLINE PHILIPPINES, INC.

A handwritten signature of Ronald Viray.  
Ronald Viray  
Rental OIC

Noted By:

A handwritten signature of Aries A. Matias.  
Aries A. Matias  
Operations Manager

**APPENDIX "A" – Reconciled Statement of Outstanding Accounts  
PUREGOLD HEAD OFFICE**

Date Issued Invoic	SI No.	Department	Billing Period	Amount	Status	RFP No.	Remarks
December 09, 2025	1194	HR Department	December 1, 2024 - January 08, 2025	2,410.80	c/o Admin	1365408	For Sign to Dept Head/End user
November 24, 2025	1078	HR Department	March - September 2025	14,630.00	c/o Admin	1361690	For Sign to Dept Head/End user
November 15, 2025	1338	HR Department	September 5, 2025-October 6, 2025	10,814.80	c/o Provider	1361686	For sign to signatories
January 13, 2025	1088	Legal Department	December 1, 2024 - January 08, 2025	4,719.50	c/o Admin	1361672	For Sign to Dept Head/End user
November 24, 2025	1084	Legal Department	March 1, 2025 - August 26, 2025	18,000.00	c/o Admin	1361673	For Sign to Dept Head/End user
November 24, 2025	1085	Legal Department	August 27, 2025 - October 6, 2025	5,846.00	c/o Provider	1361678	For sign to signatories
November 24, 2025	1166	Executive Department	March 1, 2025- September 5, 2025	18,000.00	c/o Admin	1361683	For sign of FVC
November 26, 2025	1161	Executive Department	September 5, 2025 - October 6, 2025	3,000.00	c/o Admin	1361681	For sign of FVC
January 15, 2025	1339	Creative Department	Dec 2, 2025 - Jan 8, 2025	12,667.30	c/o Provider	1361773	For sign to signatories
November 26, 2025	1163	Creative Department	January 8 - 31, 2025	18,729.40			N/A - For checking to CPI
November 22, 2025	1069	Creative Department	February 1-28, 2025	34,258.45	c/o Admin	1361770	For sign of FVC
November 26, 2025	1162	Creative Department	April 10, 2025 - October 6, 2025	166,543.20	c/o Admin	1361753	For sign of FVC
November 24, 2025	1098	Payables Departemnt	November 1-30, 2024	2,583.60	c/o Provider	1361751	For sign to signatories
January 13, 2025	1099	Payables Departemnt	December 1, 2024 - January 08, 2025	2,241.60	c/o Admin	1361750	For Sign to Dept Head/End user
November 24, 2025	1151	Payables Departemnt	March 1, 2025- September 5, 2025	15,327.60	c/o Admin	1361701	For Sign to Dept Head/End user
November 24, 2025	1127	Admin Department	March 1-30, 2025 - June 1-30, 2025	12,000.00			Need Meter counlist
November 24, 2025	1128	Admin Department	July 1-30, 2025 - September 5, 2025	6,000.00	c/o Admin	1373640	For sign of FVC
January 15, 2026	1366	HR Department	September 5, 2025 - December 9, 2025	7,068.00	c/o Admin	1373759	For Sign to Dept Head/End user
January 15, 2026	1367	HR Department	December 9, 2025 - January 5, 2026	2,111.20	c/o Admin	1373765	For Sign to Dept Head/End user
January 15, 2026	1363	Creative Department	October 6, 2025 - December 9, 2025	31,618.30	c/o Admin	1373767	For sign to signatories
January 15, 2026	1365	Creative Department	December 9, 2025 - January 5, 2026	6,578.55	c/o Admin	1373768	For sign to signatories
January 15, 2026	1361	Admin Department	December 9, 2025 - January 5, 2026	9,000.00	c/o Admin	1373770	For sign of FVC
January 15, 2026	1362	Admin Department	December 9, 2025 - January 5, 2026	3,000.00	c/o Admin	1373772	For sign of FVC
January 15, 2026	1359	Executive Department	October 6, 2025 - December 9, 2025	6,000.00	c/o Admin	1373773	For Sign to Dept Head/End user
January 15, 2026	1360	Executive Department	December 9, 2025 - January 5, 2026	3,000.00	c/o Admin	1373779	For Sign to Dept Head/End user
January 15, 2026	1356	Legal Department	October 6, 2025 - December 9, 2025	14,158.00	c/o Admin	1373776	For sign to signatories
January 15, 2026	1355	Legal Department	December 9, 2025 - January 5, 2026	3,242.00	c/o Admin	1373774	For sign to signatories
January 15, 2026	1357	Payables Departemnt	September 5, 2025 - December 9, 2025	9,200.40	c/o Admin	1373774	For sign to signatories
January 15, 2026	1358	Payables Departemnt	December 9, 2025 - January 5, 2026	2,737.20	c/o Admin	1373775	For Sign to Dept Head/End user

Nilo L. Sevilla ADMIN-HO<nlsevilla@puregold.com.ph>

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To: You

Fri 1/23/2026 12:13 AM

Cc: Alliann Ray R. Aquino ADMIN-HO; Arianne R. Dela Rama ADMIN-HO

 PUREGOLD PRICE CLUB HEA... [Download](#) 11 KB

Good day!

Hi Ms. Ronalyn,

Please see attached file for reference.

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Thank you and regards,

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