



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.

Ronalyn Viray
Rental OIC

Noted By:

Aries A. Matias
Operations Manager

APPENDIX “A” – Reconciled Statement of Outstanding Accounts
PUREGOLD HEAD OFFICE

| | | | | 445,485.90 | | | |
|--------------------|--------|----------------------|--------------------------------------|------------|--------------|---------|--------------------------------|
| 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 |

N

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

To: You

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

PUREGOLD PRICE CLUB HEA...

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Good day!

Hi Ms. Ronalyn,

Please see attached file for reference.

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Thank you and regards,

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