



oficio

Property Leasing

# INVOICE

**Invoice #: INV-SERVTRIX-0013**

Date: December 19, 2025

**Due Date: February 4, 2025**

## FROM:

### Oficio Property Leasing

6G Globe Telecom Plaza 1, Pioneer cor. Madison Streets,  
Mandaluyong City  
info@oficiopl.com / accounts1@rfcfinancialconsultants.com  
(+63)9176271060

## BILL TO:

### Servtrix Solutions Inc.

100 Canley Road Bagong Ilog Pasig City  
Attn: May Anne Duran  
mayanneduran@gmail.com  
(+63)9177100087

## BILLING PERIOD

Feb 7, 2025 - Mar 6, 2025

DESCRIPTION	AMOUNT
Monthly Service Fee	PHP 1,850.00
VAT (12%)	PHP 222.00
<b>TOTAL</b>	<b>PHP 2,072.00</b>

## PAYMENT TERMS

- \* Payment is due 3 days before the start of billing period
- \* Late payments may incur 0.2% interest per day of delay
- \* Please include the invoice number as reference when making payment

## PAYMENT METHODS

### Bank Transfer:

Bank: BDO (Banco de Oro)  
Account Name: Oficio Property Leasing  
Account Number: XXXX-XXXX-XXXX

Thank you for your business!