



oficio

Property Leasing

INVOICE

Invoice #: INV-SERVTRIX-0012

Date: December 19, 2025

Due Date: January 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

Jan 7, 2025 - Feb 6, 2025

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

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!