

Client: **Thirty One Digital Media Solutions, Inc**
Project: **Thirty One Digital – Creatives Department**
Date: February 20, 2023

Certificate of Completion

This document certifies that **Dominic Garcia** has completed **PLDT & Kitika Projects** as part of **Thirty One Digital – Creatives Department**, and payment of **12,222.22** for **January 30 to February 10, 2023**, is now good to process.

Tasks Done

Account		Task	Link to Output
1	31D Creatives	Greeting Card Independence Day	https://drive.google.com/drive/folders/1Hm6lpls_zjtFGbAIYO69bPNuWvzuvyIFb?usp=share_link
2		Greeting Card Happy Edi Al-Adha	https://drive.google.com/drive/folders/1uhJ-Euh_r7fX0S339YKYVX7za17p8m7V?usp=share_link
3	Kitika	Kitika SMCP	https://docs.google.com/presentation/d/1dyZ7OfxapbLPYNsUhgT98JuRaMSw4JiIFj6xagK0Ok/edit?usp=sharing

Filed By:


Dominic Garcia
Freelancer

Validated By:


Othello De Guzman
Account Manager

Checked by:


Sam Vizcarra
Art Director

Approved by:


Kirby Gonzaga
CEO


Kebs Evangelista
Creative Manager

Dominic Garcia | Graphic Designer
83 Nitang Avenue Gulod Novaliches Quezon City
TIN

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Date: **February 20, 2023**
Client Contact: **Freelance**
Invoice number:

SCOPE OF WORK		COST (IN PHP)	QTY	SUBTOTAL (IN PHP)
I.	Scope of work			
a	2-week's worth of creative tasks	₱12222.22	1	₱12,222.22

NET: **₱12,222.22**

GENERAL TERMS AND CONDITIONS

I. PAYMENT TERMS

- A. 14 to 30 days after completion of services
B. Bank deposit or cheque issued to:

Bank:

TIN:

In case of expanded withholding tax deduction, please submit a BIR form 2307

II. RESPONSE TIMES

- A. Monday - Saturday, 9:00 AM - 7:00 PM
By request during weekends and holidays

Conforme:

Thirty One Digital Media Solutions, Inc