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Tel. No: 854-6600 or 851-0226 | Telefax: 854-9681 | Mobile: 0998 584-3229 | Email: inquiries@tjioethecaterer.com

Client: **CITEM**
 C/O: **Ms. Katherine Dela Cruz**
 Email: **kdcruz@citem.com.ph**
 Mobile: **0917-8828005**
 Tel. No: **831-2201 Loc. 240**

Date: **30-Sep-19**
 Tjioe Sales: **Jessa**
 Email: **inquiries@tjioethecaterer.com**
 Menu: **MTO**
 Status: **Stand Alone**
 Event: **October 2019 Exhibitor's Briefing**

Event Date: **Wednesday, 2 October 2019**
 Pax: **120 Pax**
 No Move: **Monday, 30 September 2019**
 Venue: **World Trade Center
 Luna & Hidalgo**

GUEST PROFILE			
Segment	Profile	Service Type	Qty
AM SNACK	GUEST	PLATED	120
LUNCH	GUEST	BUFFET	120
TOTAL			120/120

TIME TABLE	
Allowed Ingress	
No Move	8:00 AM
Program Start	8:00 AM
AM Snack	9:00 AM
Eating Time	12:00 NN
End	3:00 PM
Overtime Fee	PHP3500/HOUR

MENU

AM Snack: (Plated)

- 1 Tuna Cucumber Slider
- 2 Orange Juice

Lunch: Buffet

Soup

- 1 Cream of Mushroom Soup

Main Course:

- 1 Fragrant Steamed Jasmine Rice
- 2 Fish Fillet w/ Tomato Garlic Sauce
- 3 Fried Chicken w/ Gravy

Dessert

- 1 Coffee & Cream Jelly
- 2 Fresh Fruits

Drinks

- 1 Tjioe Iced Tea
- 2 Purified Water

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Table Top Information Form

Client: CITEM Date of Event: 02-Oct-19

Type of Service: Buffet Lauriat Plated Others

Theme/Motif: _____ Color: ECRU

Notes: CLASSROOM TYPE C/O WTC

Amenities	c/o Tjioe	Notes
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TABLES		
RD12		
RD10	N/A	ON SITE (Bring 24 pcs ECRU tablecloth)
RD8		
Cocktail		
P15		
Long Table 8		
Long Table 10		
Long Table (RGP - registration / gifts / prizes)		
IBM Table		
Kiddie Tables + Chairs		
Lazy Susan (Lauriat)		
Presidential Table(s) (Wedding/Debut)		
Love Seat OR Couple's Table (Wedding/Debut)		
Votive Candles + Holders		
Charger Plates (Wedding/Debut)		
Tables Numbers + Holders		
Menu Cards (Wedding/Debut)		

CHAIRS		
Monoblock w/ Cover	N/A	ON SITE (C/O WTC)
Tiffany Chair		
Kiddie Chair		

TABLE SETUP		
Cutleries	Decoy	
	Corporate	
	Social	√

FLOWER			
	Centerpieces		
	c/o Tjioe	c/o Client	
Regular	√		STANDARD (WHITE & GREEN)
Wedding / Debut			
Couples			N/A
Presidential			N/A
Guest			N/A

Billing

Client: CITEM
 C/O: Ms. Katherine Dela Cruz
 Email: kdcruz@citem.com.ph
 Event Date: Wednesday, 2 October 2019

Date: 30-Sep-19
 Tjioe Sales: Jessa
 Email: inquiries@tjioethecaterer.com
 Menu: MTO

No. of Pax: 120
 Rate per Pax: PHP 833.33
 Total: PHP 100,000.00

Total: PHP 100,000.00

NOTE: NO O.R. NEEDED

Others:

PAYMENT DETAILS	
Cash:	
Check:	
Check No:	
Bank:	

Subtotal: PHP 100,000.00
 Less (Deposit):
 Total Amount Due: PHP 100,000.00

SCHEDULE OF PAYMENT	
Down Payment	N/A
Full Payment	PHP 100,000.00

OVERTIME FEE POLICY
Lunch Event: 2:30pm onwards Dinner Event: 5:00pm to 9:00pm / 7:00pm to 11:00pm > Overtime fee of PHP3,500 per hour applies.

BANK DEPOSIT DETAILS
Bank: Banco de Oro Branch: Sto. Cristo, Binondo Account No: 04-000-888-94 Account Name: Tjioe The Caterer, Inc.

CANCELLATION AND CHANGES
Please note that we strictly follow a three-day policy for cancellation and changes on the number of pax. All changes must be relayed to Tjioe The Caterer at least three (3) days prior to the event, otherwise, the initial agreement shall be observed. Thank you.

CHECK PAYMENT DETAILS
Payable to: TJIOE THE CATERER, INC. TIN No: 008530111000

Sincerely,

Conforme:

MR. EDWIN TAN
 Manager

ATTY. ANNA GRACE I. MARPURI
 Signature over printed name

Please fax the signed contract at 854-9631 or email inquiries@tjioethecaterer.com

Signed in the presence of the following:

Mario F. Evio
MARJO F. EVIO
Chief, TIDS

Malerna C. Buyao
MALERNA C. BUYAO
Chief, Controllership Division

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF PASAY) S.S

BEFORE ME, a Notary Public for and in the City of Pasay, on this OCT 08 2019 day
of personally appeared the following:

Name	Competent Evidence of Identity	Issued at/on
ATTY. ANNA GRACE I. MARPURI	_____	_____
EDWIN TAN	_____	_____

known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free and voluntary act and deed as well as the free and voluntary act and deed of the entities they represent.

This instrument, which refers to a Contract of Services consisting of FIVE (5) pages including this page whereon this acknowledgment is written, has been signed by the parties and their instrumental witnesses on each and every page.

WITNESS MY HAND AND SEAL on the place and date first-written above.

NOTARY PUBLIC
ATTY. JOSEPHINE SAMLALA-ABADEJO
 109 PASADENA STREET, PASAY CITY, METRO MANILA, PHILIPPINES
 NOTARY PUBLIC FOR PASAY CITY
 UNTIL DECEMBER 31, 2019
 PTR NO. 639745717-3-2019/PASAY CITY
 IBF NO. 03041971-3-2019/PASAY CITY
 COMMISSION 18-02/11-11-2018/PASAY CITY
 ROLL NO. 50906
 MILE COMPLIANCE NO. V-00021218

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