



Pantronics INTERNATIONAL CORP.

Exclusive Distributor of Panasonic Plain Paper Copiers

51 - 53 Gen. Rosendo Simon St., Kalookan City, M.M., 1400 Philippines
FAX NO.: (632) 363-7844 ; EMAIL ADDRESS: sales@pantronicsonline.com

TEL NOS.: (632) 363-3636 ; 367-5377 ; 367-9375 to 77 ; 448-8201 ; 448-8215
pic@pantronicsonline.com www.pantronicsonline.com

October 21, 2021

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-MIMAROPA
5/F 1515 L & S Bldg., Roxas Blvd., Ermita, Manila

SUBJECT: **LETTER OF REQUEST**

TO WHOM IT MAY CONCERN:

May we request your good office to process the retention fee amounting to **Three Hundred Eighty Two and Ten Cents (₱ 382.10)** under Purchase Contract.

Invoice No.	Invoice Date	DTR No.	DTR Date	Amount	Total RTF
094578	03/23/2021	25798	03/23/2021	₱ 38,210.00	₱ 382.10

Thank you.

Respectfully Yours,

PEGGY S. UY

Finance Manager

Panasonic
ideas for life



Pantronics INTERNATIONAL CORP.

51-53 General Rosendo Simon St., Caloocan City
Tel. Nos.: (632) 363-3636 / 367-9375 / 367-9376
367-9377 / 448-8215 / 448-8201 / 367-5377
Fax No.: (632) 363-7844 VAT Reg. TIN: 001-648-505-000

SALES INVOICE

Nº 094578

SOLD TO

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES - MIMAROPA

Attn.: Ms. Fe Bulanagui

DATE March 23, 2021

TERMS (KLV)

OSCA/PWD ID NO. _____

CARDHOLDER'S SIGNATURE _____

CUSTOMER'S P.O. NO. R4-2021-03-016-NGP

R/C NO. _____ DATE _____

ISSUED AT _____

5/F 1515 L & S Bldg., Roxas Blvd., Ermita, Manila

ADDRESS:

000-057-635-000

TIN:

BUSINESS STYLE:

Qty.	Unit	DESCRIPTION	Unit Price	Amount
5	pcs.	TS 1820 MURATEC TONER CARTRIDGE	5,840.00	29,200.00
1	pc.	A001M-31 MURATEC ASSEMBLY DRUM CART.	9,010.00	9,010.00
				38,210.00
		Refer to DR# 25798.		
		TOTAL INVOICE AMOUNT		38,210.00
		NR-EWT 2,046.96		
		Retention 1% 382.10		
		VATable Sales	34,116.07	
		VAT-Exempt Sales	0.00	
		Zero Rated Sales	0.00	
		VAT Amount	4,093.93	
		Thirty Eight Thousand Two Hundred Ten Pesos and No Cents		
		Total Sales (VAT Inclusive)		38,210.00
		Less: VAT		4,093.93
		Amount: Net of VAT		34,116.07
		Less: SC/PWD Discount		0.00
		Amount Due		34,116.07
		Add: VAT - 12%		4,093.93
		TOTAL AMOUNT DUE		38,210.00

PAID
MAY 05 2021

CR # 38778
LB B to B (5/5/21)
35,780.94

TERMS: Cash upon presentation of bills unless otherwise stipulated. Interest at 12% per annum will be charged all law suits an additional amount equal to 25% of the total amount due and unpaid for attorney's fee and cost of the litigation will be charged. Parties expressly submit themselves to the jurisdiction of the Courts of Caloocan City on any legal action that may arise out of this transaction.

RECEIVED THE ABOVE ARTICLES
COMPLETE AND IN GOOD ORDER
AND CONDITION

BY:

RAPHAEL A. DE GUZMAN

Customer's Printed Name & Signature

Printed by: FDB Printing
VAT Reg. TIN: 105-196-284-000
FDB Bldg., #50 Dangay St.
Veterans Vill., Proj. 7, Quezon City
Printer's Accreditation No. 038MP20130000000041
Date Issued: 15-Jan-14

300 Pads (50x4) 090001-105000
BIR PERMIT NO. OCN4AU0001821538
Date Issued: 01-Aug-17
Valid until: 31-Jul-22 Loose Leaf Permit No. LL-202-93 26-Oct-93

"THIS SALES INVOICE SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP"

PANTRONICS INTERNATIONAL CORPORATION

51-53 Gen. Rosendo Simon St., Caloocan City
Tels.: (632) 363-3636 / 367-5377 / 367-9375 to 77 / 448-8201
448-8215 Fax No.: (632) 363-7844
VAT Reg. TIN: 001-648-505-000

CASH RECEIPT

No 38778

Date: 5-5-2021

Received from DEPARTMENT OF ENVIRONMENT & NATURAL RESOURCES with TIN 000-067-635-000
and address at 5/F 1515 I & S BLDG., FOXAS BLVD., ERMITA, MANILA
engaged in the business style of _____
the sum of THIRTY FIVE THOUSAND SEVEN HUNDRED EIGHTY & 94/100 ONLY (P 35,780.94)
in full / partial payment for SI # 094578 / 1B D TO D (5/5/21)

NOTE: This confirms your payment under PR No. _____
NOT VALID UNLESS COUNTERSIGNED BY CASHIER

Printed by: FDB Printing
VAT Reg. TIN: 105-196-284-000
FDB Bldg., # 100 Panay St.,
Veterans Vill., Ermita 7, Quezon City
Printer's Accreditation No. 038MP201300000000041
Date Issued: 15-Jan-14
300 Bkts. (50x3) 35001-50000
BIR PERMIT NO. OCN4AU0001821538
Date Issued: 01-Aug-17
Valid until: 31-Jul-22

By: [Signature]
CASHIER

"THIS CASH RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP"
"THIS DOCUMENT IS NOT VALID FOR CLAIMING INPUT TAXES"