



# Invoice Layout Samples

## *Philippines*

**\*Disclaimer:** Actual Kyndryl invoices and credit notes will be in accordance with your country's local invoicing and tax regulations, which can be dependent on the scope of Kyndryl delivery. This illustration only depicts the future look and feel of Kyndryl invoices and credit notes as a sample.

BILL TO

Invoice to  
COMPANY NAME  
COMPANY ADDRESS

CUSTOMER NO.
XXXXXXX

DATE		
MO	DAY	YR
04	03	2023

## BILLING STATEMENT REF. NO.

Invoice number	XXXXXXX
Legal contract number	XXXXXXX
PO number	XXXXXXX
Contact	AR.Philippines@kyndryl.com

## Tax Invoice

Project description	UAT CR Test Philippines - PCR1 Net
Payment terms	Due in 15 Days

## Services

layout retest	1 Unit(s)	70,000.00 PHP/Unit	12%	PHP	70,000.00
01.03.2023 - 31.03.2023					

Net Amount	PHP	70,000.00
plus 12% VAT	PHP	8,400.00

## Total amount

PHP	78,400.00
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Please remit payment to the following bank account:

Kyndryl Philippines, Incorporated, Account number: XXXXXXX (PHP), Account Number: XXXXXXX (USD)

On payment orders please indicate document, customer and legal contract numbers.

Late payment fees may apply to this document in accordance with the terms of agreement.

Unless otherwise stated in the Reference Agreement, interest at a rate of 2% per month may be payable by you on all amounts not paid.

Transactions relating to this document are governed by the contractual instruments signed or otherwise agreed by both the customer and Kyndryl.

Kyndryl and the Kyndryl logo are trademarks of Kyndryl, Inc., registered in many jurisdictions worldwide, and are used under license. Other product and service names might be trademarks of Kyndryl, Inc. or other companies.

THIS BILLING STATEMENT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP

FOB EX LIBIS, Q.C.

Page 1 - 1

BIR BS NO. 0000001

10Bxs. (500 x 5Ply) SN: 000001-0005000 BIR Permit No. OCN: xxxxxxxxxxxxxxxx  
Date of ATP: xx/xx/2022 Expiry Date: xx/xx/2027  
\* Printed by: TROJAN COMPUTER FORMS MFG. CORP.  
#488 A. Mabini St., Manggahan, Pasig City VAT Reg. TIN # 000-238-957-00000  
LL Permit No. xxxxxxxxxxxxxxxxxxxxxx Date of Issue: xxx/xx/xxxx  
Printer's Accreditation No.: 043MP2018000000018  
Date Issued: 01/18/2019 Expiry Date: 01/17/2024

## CUSTOMER'S COPY

THIS IS BILLING STATEMENT AND IT IS NEVER TO BE  
USED AS A RECEIPT FOR BILLS PAID"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT  
TAXES"

The computer may not be accessed either physically or computationally by nationals of Cuba, Iran, North Korea, Sudan or Syria. The computers may not be reexported/retransferred without prior authorization from the U.S. Department of Commerce.

Proof shown on this page is the actual form size and printout that will be followed in production upon approval

TROJAN COMPUTER FORMS MANUFACTURING CORP.	PROOF APPROVAL				JO NO.:	REV. NO.:	
Prepared By:	Reviewed and Approved by:				FORM SIZE:		
1. Typesetter:	2. Pre-Press:	3.a. Sales Exec. (for corporate accts.)	3.b. Account Executive:	4. Client Representative:			
Name & Signature Date	Name & Signature Date	Name & Signature Date	Name & Signature Date	Name & Signature Date			
Review: <input type="checkbox"/> spelling / text <input type="checkbox"/> form size <input type="checkbox"/> alignment <input type="checkbox"/> BIR permit no.	Disposition: <input type="checkbox"/> PROOF OKAYED <input type="checkbox"/> FOR REVISION	Review: <input type="checkbox"/> spelling / text <input type="checkbox"/> form size <input type="checkbox"/> alignment <input type="checkbox"/> BIR permit no.	Disposition: <input type="checkbox"/> PROOF OKAYED <input type="checkbox"/> FOR REVISION	Review: <input type="checkbox"/> spelling / text <input type="checkbox"/> form size <input type="checkbox"/> alignment <input type="checkbox"/> BIR permit no.	Disposition: <input type="checkbox"/> PROOF OKAYED <input type="checkbox"/> FOR REVISION	Review: <input type="checkbox"/> spelling / text <input type="checkbox"/> form size <input type="checkbox"/> alignment <input type="checkbox"/> BIR permit no.	Disposition: <input type="checkbox"/> PROOF OKAYED <input type="checkbox"/> FOR REVISION
Note: All personnel whose signature is required on this form shares the responsibility on the Quality Assurance Procedure being implied by this proof approval procedure. In case that any non-conformance occurred which was proven to have resulted to the negligence on this procedure by any one of the above signatories, all will be held liable and will share on the charges on incurred above job as imposed by the TCFMC Management.						Review Legend: ✓ - ok ✗ - not ok	



**KYNDRYL PHILIPPINES, INCORPORATED**

9TH FLOOR, 1800 EASTWOOD AVENUE BUILDING,  
188 E. RODRIGUEZ JR. AVE. EASTWOOD CITY CYBERPARK,  
BAGUMBAYAN 1110 QUEZON CITY, NCR, SECOND DISTRICT PHILIPPINES

VAT REG. TIN XXXXXXXX

**CREDIT NOTE**

CREDIT TO

Invoice to  
COMPANY NAME  
COMPANY ADDRESS

CUSTOMER NO.
XXXXXXX

DATE		
MO	DAY	YR
04	03	2023

KYNDRYL CREDIT REF. NO.  
Credit Note number XXXXXXXX  
Original Invoice number XXXXXXXX  
Original Invoice date XXXXXXXX  
Legal Contract number XXXXXXXX

PO number XXXXXXXX  
Contact AR.Philippines@kyndryl.com

**Credit Note**

Services

layout retest

01.03.2023 - 31.03.2023

1 Unit(s) 42,000.00 PHP/Unit 12%

PHP 42,000.00

Net Amount  
plus 12% VAT

PHP 42,000.00

PHP 5,040.00

**Credit total amount**

**PHP 47,040.00**

Credit reason: Amount/TAX incorrect

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**"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAXES"**

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Prepared By:		Reviewed and Approved by:				FORM SIZE:	
1. Typesetter:		2. Pre-Press:		3.a. Sales Exec. :(for corporate accts.)		3.b. Account Executive:	
4. Client Representative:							
Name & Signature Date		Name & Signature Date		Name & Signature Date		Name & Signature Date	
Name & Signature Date		Name & Signature Date		Name & Signature Date		Name & Signature Date	
Review:	Disposition:	Review:	Disposition:	Review:	Disposition:	Review:	Disposition:
<input type="checkbox"/> spelling / text <input type="checkbox"/> form size <input type="checkbox"/> alignment <input type="checkbox"/> BIR permit no.	<input type="checkbox"/> PROOF OKAYED <input type="checkbox"/> FOR REVISION	<input type="checkbox"/> spelling / text <input type="checkbox"/> form size <input type="checkbox"/> alignment <input type="checkbox"/> BIR permit no.	<input type="checkbox"/> PROOF OKAYED <input type="checkbox"/> FOR REVISION	<input type="checkbox"/> spelling / text <input type="checkbox"/> form size <input type="checkbox"/> alignment <input type="checkbox"/> BIR permit no.	<input type="checkbox"/> PROOF OKAYED <input type="checkbox"/> FOR REVISION	<input type="checkbox"/> spelling / text <input type="checkbox"/> form size <input type="checkbox"/> alignment <input type="checkbox"/> BIR permit no.	<input type="checkbox"/> PROOF OKAYED <input type="checkbox"/> FOR REVISION
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