



PRO-FORMA

7042-25

INVOICE NO.

BILL TO:

Company: Softlink Information Centre
Attention: Sarah Thompson
Contact Number: Mobile: 0403 569 993 | NZ: +649 8873 113 | US: 1-206-774-6798 | UK
Address:
Email: sarah.thompson@softlinkint.com

Date of Quote : June 27, 2025
Date of Expiry: July 11, 2025
Sent by: Joanna Stephen | Sales Executive
Approved by: Umesh Navani | Operations Manager

BOOKING INFORMATION:

Event: Conference
Meeting Venue: Rio's Conference Room
Conference Date: Friday 18th July, 2025
Number of people: 20pax
Time: 9:00am - 12:00pm | Half Day
Set-up Style: TBA
Special Notes:

From Date	To Date	Description	QTY	# of Days	Unit Price	Extended Price
18-Jul-25	18-Jul-25	Venue hire inclusive of complimentary items: <i>Flipchart, Whiteboard, Marker, Notepads, Pens, Projector, Screen, Wireless mic, Speaker, Jugs of water & Mints</i>	1	1	750.00	750.00
18-Jul-25	18-Jul-25	Food Requirements AM tea/coffee with pastries, cookies & muffins (10:15am)	20	1	20.00	400.00

PLEASE REMIT PAYMENT TO:

ACCOUNT NAME: LAMANA HOTEL
ACCOUNT NO. 1000586347
BANK: BANK OF SOUTH PACIFIC
BRANCH: GORDONS COMMERCIAL CENTER
SWIFT CODE: BOSPPGPM
BSB #: 088-951

Total (Venue, IT & Food) 1,150.00
10% GST 115.00
Sub Total 1,265.00
Plus Beverages

FINAL INVOICE PGK 1,265.00

Special Notes, Terms of Sale

Please be advised that unless guaranteed by 100% payment received, this booking will be released at Management's discretion.

Similarly, to avoid no show and late cancellation charges, cancellations must be emailed to functions@lamana.com.pg.

I declare that the information mentioned above is true and correct to the best of my knowledge.

Signature:

Date: 01/07/2025

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