



**WORLD TRADE CENTER®
METRO MANILA**

EXTENSION REQUEST FORM

EVENT TITLE : _____

ORGANIZER : _____ **HIRING PERIOD** : _____ , 20____

We would like to request for an extension of our **Ingress** **Event Proper** **Egress** schedule
on _____ from _____ to _____
(date) (time) (time)

We promise to pay the corresponding amount based on the computation below:

_____	x	_____	x	_____	=	_____	+	_____	=	_____
(Rate)		(No. of hours)		(No. of halls/sqm)		(Sub-total)		(12% VAT)		(Grand Total)

Requested by:

Name of Authorized Personnel : _____ Signature : _____
Position : _____ Date : _____

Approved by:

Services received by:

Marketing/Facilities & Operations Department

Signature over Printed Name of Customer

WOPF08 Rev01 02Jan13



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