

Contract Number: _____

PARTICULARS

Name of Payee: _____
 Type of Loan: Commercial Loan
 Amount of Loan: _____
 Terms of Payment: Payable in three (3) months
 Interest Rate: 3.5%/month
 Net Proceeds: _____

Client History	
STATUS	NEW CLIENT
1st	
2nd	
3rd	
4th	
5th	
6th	
7th	
8th	
9th	
10th	
11st	
12nd	
13rd	
14th	
15th	
16th	
17th	
18th	
19th	
20th	

DISTRIBUTION OF ACCOUNT		
ACCOUNT TITLE	DEBIT	CREDIT
Total Loan Amount		
Total Interest		
Documentary Stamp		
Service Processing Fee		
Notarial Fee		
Loan Insurance		
NET PROCEEDS		-
Amount in Words:		

DISBURSEMENT TYPE	PAYMENT VIA
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Fund Transfer/Bank Deposit Account Name: _____ Account No: _____ Bank Name: _____ Branch: _____	<input type="checkbox"/> Cash <input type="checkbox"/> Bank Transfer <input type="checkbox"/> GCash Account Name: _____ Account No: _____ Bank Name: EastWest Bank

REMINDERS	
1. The loan is to be used exclusively by the borrower, and not by any third parties or other individuals. 2. Any failure to make payment on your installment due date constitutes a breach of your loan contract and may result in penalties and accrual of additional interest. 3. All payments must be remitted through our designated corporate bank account. Requests for cash collection will incur a surcharge of Php 200.00. For cash collection arrangements, please contact us at 0969-405-6038 via call or message.	4. For check payments, any dishonored check will incur a surcharge of Php 500.00, exclusive of penalties and accrued interest on the overdue amount. Please be reminded that issuing a bouncing check is a criminal offense punishable under Batas Pambansa Blg. 22 (BP 22). 5. Always request an Acknowledgement Receipt and payment confirmation (hard or soft copy) within 24 hours of posting your payment. These documents must be retained until the loan contract is terminated and fully settled. 6. All outstanding balances must be settled no later than the maturity of the loan contract. Any overpayments may be claimed within 14 days from the date the account is settled or terminated

	Position	Name	Signature	Date

	Position	Name	Signature	Date
Disbursed To	Borrower (Maker)			
	Co-Borrower (Maker)			
Witness	Co-Maker			