

Name of company 公司名稱: _____

Address 地址: _____

Dear Sir,

敬啟者：

Please give us a quotation for preparing our company's accounting record for the period from _____ to _____.

請給本公司有關自_____至_____期間之會計理賬服務報價。

Here are some information of that period for your reference: A copy of last year's "Audited Accounts" **is / is not** (*) attached herewith.

以下是有關本公司於上述期間的部份資料。去年的《核數報告》[一併附上/欠奉]。

- 1 Principal activities (主要業務): _____
- 2 Total turnover per year 每年營業額 (HK\$) _____
- 3 No. of transactions re: sales per year 每年售貨宗數 _____
- 4 No. of transactions re: purchases per year 每年購貨宗數 _____
- 5 Value of closing stocks at year end 年底存貨價值 (HK\$) _____
- 6 No. of land and buildings/investment properties 公司物業數量 _____
- 7 No. of motor vehicles 公司汽車數量 _____
- 8 No. of valuable machineries / furniture 貴重機器及傢俱數目 _____
- 9 No. of debtors as at year end 年結日有多少個「未付款的客戶」 _____
- 10 No. of creditors as at year end 年結日有多少個「未付款的供應商」 _____
- 11 No. of subsidiaries and associates 子公司及聯營公司數目 _____
- 12 No. of bank accounts 銀行戶口數量 _____
- 13 No. of bank loans 銀行貸款數量 _____
- 14 No. of hire purchase items 「分期付款」項目數量 _____
- 15 No. of employees 員工數目 _____
- 16 No. of commission payees / subcontractors 支付佣金/外判人數 _____
- 17 No. of [1] shareholders and [2] directors [1] 股東及[2] 董事人數 [1] [2] _____
- 18 No. of pages of bank statements *per month* 每月銀行月結單頁數 _____

Remarks: Please highlight matters we need to pay more attention to (e.g. pending litigation etc):
請提供本事務所需特別注意之事項(例如：未了結之官司)：

* delete the inappropriate 請刪去不適用者

Company Chop 公司印章:

Signature 簽署: _____
Name 姓名: _____
Tel No. 電話: _____
Fax No. 傳真: _____
E-mail 電郵: _____
Date 日期: _____