



Quotation Form of Accounting • Auditing • Taxation | 會計•審計•稅務報價表

Contact Information 聯絡資料			
Name 姓名:		E-mail 電郵:	
Tel 電話:		Fax 傳真:	
Required services 所需服務			
<input type="checkbox"/> Accounting Services 會計服務	<input type="checkbox"/> Arrangement for Auditing Services 代安排審計服務	<input type="checkbox"/> Tax Computation 稅務服務	
Reporting purposes 報表用途			
<input type="checkbox"/> HK Profits Tax declaration 申報香港利得稅	<input type="checkbox"/> Borrowing loans from banks 向銀行借款	<input type="checkbox"/> Other: Please specify 其他：請註明	
Company Information 公司資料			
Company name 公司名稱			
Principal activities 主要業務			
Accounting period 會計期間	From (YY/MM/DD) 由 (年/月/日)	To (YY/MM/DD) 至 (年/月/日)	
Has performed audit before 有否曾進行核數	<input type="checkbox"/> Yes, Please provide the related year ended date 有·請提供相關年結日		
	<input type="checkbox"/> No 否		
Has declared profits tax before 有否曾申報利得稅	<input type="checkbox"/> Yes, Please provide the related year of assessment 有·請提供相關課稅年度		
	<input type="checkbox"/> No 否		
Has received the tax return this year 有否收到今年度利得稅報稅表	<input type="checkbox"/> Yes, Please provide the issued date 有·請提供發出日期		
	<input type="checkbox"/> No 否		
Accounting Information during the period 上述期間的會計資料			
Total Turnover 總營業額			
No. of revenue transactions 收入交易的數量		No. of expenditure transactions 支出交易的數量	
Value of closing stock 年底存貨總值		No. of bank used 使用銀行的數量	
No. of bank transactions 經銀行交易的數量		No. of non-bank transactions 非經銀行交易的數量	
No. of properties 物業數目		No. of motor vehicles 車輛數目	
No. of investment companies 投資公司數目		No. of loans / hire purchases 貸款/分期付款數目公司數目	
No. of employees 員工人數		No. of commission payees 收取佣金人數	
Declaration 聲明			
I am the director or authorized person of the above Company, also confirmed that the above information is correct. 本人是上述公司之董事或獲授權人士·亦確認以上資料正確無誤。 The above information is used for our quotation only. 以上個人資料只供本公司作報價之用。 We are appreciate it if you Company can provide bank statements, last year' s audited report and Profits Tax return in order to deepen the understanding of your Company, it will help to make the quotation. 我們歡迎 貴公司可以提供銀行月結單、上年度審計報告及利得稅報稅表·以加深對貴公司的了解·這將有助所作出的報價。		Signature and Company Chop 簽署及公司印章	
		Date 日期	