

Name of company 公司名稱: _____

Address 地址: _____

Dear Sir,

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

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

敬啟者：

請給本公司有關自 _____ 至 _____ 期間之核數服務報價。

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 during the period 上述期間營業額 (HK\$) _____
- 3 No. of sales during the period 上述期間售貨宗數 _____
- 4 No. of purchases during the period 上述期間購貨宗數 _____
- 5 Value of closing stocks at year end 年底存貨價值 (HK\$) _____
- 6 No. of land and buildings/investment properties 公司物業數目 _____
- 7 No. of motor vehicles 公司汽車數目 _____
- 8 No. of valuable machineries / furniture 貴重機器及傢俱數目 _____
- 9 No. of debtors as at balance sheet date 年結日有多少位「應收客」 _____
- 10 No. of creditors as at balance sheet date 年結日有多少位「應付客」 _____
- 11 No. of subsidiaries and associates 子公司及聯營公司數目 _____
- 12 No. of representative offices / branches 辦事處及分行數目 _____
- 13 No. of bank accounts 銀行戶口數目 _____
- 14 No. of bank loans 銀行貸款數目 _____
- 15 No. of hire purchase items 「分期付款」項目數目 _____
- 16 No. of employees 員工數目 _____
- 17 No. of commission payees / subcontractors 支付佣金/外判人數 _____
- 18 No. of [1] shareholders and [2] directors [1] 股東及[2] 董事人數 [1] [2] _____
- 19 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 刪去不適用者

Company chop 公司印章

Signature 簽署:

Name 姓名: _____

E-mail 電郵: _____

Tel 電話: _____

Fax 傳真: _____

Date 日期: _____