

Name of company 公司名稱: \_\_\_\_\_

Address 地址: \_\_\_\_\_

To: **Ricky Cheung & Co., CPAs**  
Rooms 1318-20, Hollywood Plaza, 610 Nathan  
Road, Mongkok, Kowloon, Hong Kong.  
[Tel : (852) 2781 0282 Fax : (852) 2781 0816]

致 **張靈傑會計師事務所**  
香港九龍旺角彌敦道 610 號  
荷李活商業中心 1318 - 20 室  
[電話 : (852) 2781 0282 傳真 : (852) 2781 0816]

Dear Sir,

敬啟者 :

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.

請給本公司有關自 \_\_\_\_\_ 至 \_\_\_\_\_ 期間之核數及報稅服務報價。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 subsidiaries and associates 子公司及聯營公司數目 \_\_\_\_\_
- 11 No. of creditors as at balance sheet date 年結日有多少位「應付客」 \_\_\_\_\_
- 12 No. of bank accounts 銀行戶口數目 \_\_\_\_\_
- 13 No. of bank loans 銀行貸款數目 \_\_\_\_\_
- 14 No. of hire purchase items 「分期付款」項目數目 \_\_\_\_\_
- 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 \_\_\_\_\_

\* delete the inappropriate 請刪去不適用者

**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):

Please email / fax (\*) your quotation to us within 2 days and contact me if you have any questions.  
請於 2 天內把報價以 電郵/傳真 (\*) 傳來本公司。如有問題, 可致電本人。

**Signature 簽署:**

**Company chop 公司印章**

Name 姓名: \_\_\_\_\_  
E-mail 電郵: \_\_\_\_\_  
Tel 電話: \_\_\_\_\_  
Date 日期: \_\_\_\_\_