

安科司專業會計有限公司
Enfocus Professional Accounting Services Limited

理帳/審計報價 - 所需資料清單

1. Principal activities (主要業務): _____
- 2 Total turnover per year 每年營業額 (HK\$): _____
- 3 No. of transactions re: chargeable orders 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: _____
- 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: _____

19 Re existing accounting service provider 現時的服務商:

a) 按月 () / 按季 () / 按年 ()

b) 報表有: _____

c) 收費 - 理帳: \$ _____ 每 _____
- 報稅: \$ _____ 每年
- 核數: \$ _____ 每年

20 其他 / 備註