



ENQUIRY FOR ACCOUNTING / AUDITING QUOTE 會計/核數報價諮詢

Company Name (公司名稱): _____ Date (日期): _____

ENQUIRY	諮詢	REPLY 回覆	
1	Please state the accounting/ auditing period	請說明本會計/核數時期	
2	Please state the number of Sales Invoices during the period.	請說明本時期銷售發票數量約多少	
3	Please state the rough revenue amount during the period.	請說明本時期營業額約多少	
4	Please state the number of Suppliers' Invoices during the period.	請說明本時期供應商發票數量約多少	
5	Please state the number of letter of credit during the period.	請說明本時期信用證數量約多少	
6	Please state the number of bank accounts during the period.	請說明本時期有多少銀行戶口	
7	Please state the number of transactions per bank account per month in average	請說明本時期各銀行戶口平均每月有多少項交易	
8	Please state the number of bills/receipts from expenses items (e.g. traveling, meals, entertainments, postages, courier, stationery, telephone, utilities, etc.) per month in average	請說明本時期平均每月費用單據(如交通費、飲食餐單、應酬費、郵寄費、速遞費、文具、電話、常費等)數量	
9	Any bank credit facilities/ lines	持有多少銀行信用/信貸額	
10	Please state the number of staff during the period.	請說明本時期有多少員工	
11	Any inventories during the period. If yes, please state the categories and amount	本時期是否有任何存貨。如有，請說明種類及金額	
12	Any contracts, agreements, commitments (e.g. Loans, mortgages, rentals, sales, purchases, etc.) during the period	本時期是否有任何合同、協議、承諾 (例如借貸、抵押、租賃、銷售、採購等)	
13	Any fixed assets during the period. If yes, please state the categories and amount	本時期是否有任何固定資產。如有，請說明種類及金額	
14	Any litigation cases (both being a plaintiff and defendant) during the period	本時期是否有任何訴訟個案 (包括作為原告及被告)	
15	Any subsidiaries or related companies during the period	本時期有多少子公司或關聯公司	
16	Any items of installments (e.g. photocopier, stationery or vehicles) during the period	本時期是否有任何分期付款項目 (如: 复印機、文儀用品或汽車)	
17	Please state the approximate number of suppliers during the period	請說明本時期約有多少供應商	
18	Please state the approximate number of customers during the period	請說明本時期約有多少客戶	
19	Please state the business nature of the Company	請說明貴公司業務性質	