

TAKO PROFESSIONAL SERVICES LIMITED

SAMPLE ANNUAL REPORT ORDER FORM

Buyer Information

Company name	
Contact person	
Address	
E-mail address	
Contact telephone	

Order Details

Item	GAAP	Level	Language	Unit price		Order quantity		Amount HK\$
				Softcopy Only	Hardcopy and softcopy	Softcopy Only	Hardcopy and softcopy	
M1512	HKFRSs	Consolidated	English and Traditional Chinese	HK\$2,000	HK\$4,000			
G1512	HKFRSs	Consolidated	English and Traditional Chinese	HK\$2,000	HK\$4,000			
					Total 合計			

Instructions

- This form is solely used for the purchase of items listed above.
- Each of items M1512 and G1512 includes one set of consolidated financial statements (both English and Chinese).
- Please complete the Buyer Information table and Order Details table; calculate the total purchase amount.
- Please issue a cheque payable to or remit a sum to the bank account of **Tako Professional Services Limited** with a sum equal to the total amount shown in Order Details table. Post-dated cheque and cash are not acceptable. The bank account detail is set out below:-
Banker: HSBC
Account holder: Tako Professional Services Limited
Account number: 004-593-277064-838
- Please send this order form together with the cheque or remittance slip to **Room 2203, Tung Wai Commercial Building, 109-111 Gloucester Road, Wanchai, Hong Kong** on or before 16 October 2015.
- All softcopies and hardcopies of the sample annual reporting will be sent to the buyer within ten business days. The softcopies will be sent to "Softcopy only" buyer by e-mail. The hardcopies and softcopy (with CD) will be sent to "Hardcopy and softcopy" buyer by courier. Additional charge may be required for postage outside Hong Kong.
- For any enquiry, please send an e-mail to promotion@takopro.com.hk or call Ms. Catherine Wong at 28646166 during office hour.

Terms and conditions

- Please provide complete and accurate information. Incomplete and inaccurate information may preclude delivery of the sample annual report on time.
- All orders are irrevocable. No refund will be accepted after payment.
- The Seller reserves the right to accept the order.
- All damaged goods are replaceable within SEVEN days after delivery.
- Buyer information will be subject to the protection of Personal Data Privacy Ordinance. All information will be destroyed within 30 days after completion of order.

For office use

	Verified by	Approved by	Received by	Reviewed by
Initial and date				