

TAKO PROFESSIONAL SERVICES LIMITED
SAMPLE REPORTING DOCUMENTS ORDER FORM
(effective from 16 July 2016)

Buyer Information

Company name	
Contact person	
E-mail address	
Contact telephone	

Order Details

Item	GAAP	Level	Language	Year end date	Unit price	Order quantity	Amount
					HK\$		HK\$
H1510	HKFRSs	Company and consolidated	English and Traditional Chinese	31/3/2015	2,000		
P1510	HKFRS-PE	Company and consolidated	English and Traditional Chinese	31/3/2015	1,500		
S1510	SME-FRS	Company and consolidated	English and Traditional Chinese	31/3/2015	1,000		
A1510*	HKFRSs, HKFRS-PE and SME-FRS	Company and consolidated	English and Traditional Chinese	31/3/2015	4,200		
H1610	HKFRSs	Company and consolidated	English and Traditional Chinese	31/12/2016	2,000		
P1610	HKFRS-PE	Company and consolidated	English and Traditional Chinese	31/12/2016	1,500		
S1610	SME-FRS	Company and consolidated	English and Traditional Chinese	31/12/2016	1,000		
A1610*	HKFRSs, HKFRS-PE and SME-FRS	Company and consolidated	English and Traditional Chinese	31/12/2016	4,200		
			Total				

Instructions

- All prices are effective on 16 July 2016.
- This form is solely used for the purchase of the items listed above.
- Items A1510 and A1610 are bundled packages; A1510 includes all H1510, P1510 and S1510 whereas A1610 includes all H1610, P1610 and S1610.
- Please complete the Buyer Information table and Order Details table; calculate the total purchase amount.
- Please issue a cheque payable to **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.
- Please send this order form together with the cheque to **Room 2203, Tung Wai Commercial Building, 109-111 Gloucester Road, Wanchai, Hong Kong**.
- The sample reporting documents will be sent to the buyer within 5 working days by e-mail. No hardcopy are offered to buyers. Buyers who like to have a hardcopy of the sample reporting documents should print the documents themselves.
- 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 reporting documents 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				