

TAKO PROFESSIONAL SERVICES LIMITED

SAMPLE REPORTING DOCUMENTS ORDER FORM

Buyer Information

Company name	
Contact person	
Address	
E-mail address	
Contact telephone	

Terms and conditions

1. Please provide complete and accurate information. Incomplete and inaccurate information may preclude delivery of the sample reporting documents on time.
2. All orders are irrevocable. No refund will be accepted after payment.
3. The Seller reserves the right to accept the order.
4. All damaged goods are replaceable within SEVEN days after delivery.

Order Details

Item	GAAP	Level	Language	Unit price		Order quantity		Amount HK\$
				Softcopy only	Hardcopy and softcopy	Softcopy only	Hardcopy and softcopy	
H1501	HKFRSs	Company	English	HK\$400	HK\$800			
H1502	HKFRSs	Company	Traditional Chinese	HK\$400	HK\$800			
H1503	HKFRSs	Consolidated	English	HK\$800	HK\$1,600			
H1504	HKFRSs	Consolidated	Traditional Chinese	HK\$800	HK\$1,600			
H1510	HKFRSs	Company and consolidated	English and Traditional Chinese	HK\$2,000	HK\$4,000			
P1501	HKFRS-PE	Company	English	HK\$300	HK\$600			
P1502	HKFRS-PE	Company	Traditional Chinese	HK\$300	HK\$600			
P1503	HKFRS-PE	Consolidated	English	HK\$600	HK\$1,200			
P1504	HKFRS-PE	Consolidated	Traditional Chinese	HK\$600	HK\$1,200			
P1510	HKFRS-PE	Company and consolidated	English and Traditional Chinese	HK\$1,500	HK\$3,000			
S1501	SME-FRS	Company	English	HK\$200	HK\$400			
S1502	SME-FRS	Company	Traditional Chinese	HK\$200	HK\$400			
S1503	SME-FRS	Consolidated	English	HK\$400	HK\$800			
S1504	SME-FRS	Consolidated	Traditional Chinese	HK\$400	HK\$800			
S1510	SME-FRS	Company and consolidated	English and Traditional Chinese	HK\$1,000	HK\$2,000			
A1510	HKFRSs, HKFRS-PE, SME-FRS	Company and consolidated	English and Traditional Chinese	HK\$4,200	HK\$8,400			
					Total			

Instructions

1. All prices are effective on 16 June 2015.
2. This form is solely used for the purchase of items listed above.
3. Items H1510, P1510, S1510 and A1510 are all-in-one packages. H1510 includes all of the items H1501 to H1504; P1510 includes all of the items P1501 to P1504; S1510 includes all of the items in S1501 to S1504; A1510 includes all of the items in H1510, P1510 and S1510.
4. Please complete the Buyer Information table and Order Details table; calculate the total purchase amount.
5. 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.
6. Please send this order form together with the cheque to **Room 2203, Tung Wai Commercial Building, 109-111 Gloucester Road, Wanchai, Hong Kong.**
7. All softcopies and hardcopies of the sample reporting documents will be sent to the buyer within 5 working days after receiving the order. The softcopies will be sent to "Softcopy only" buyer by e-mail. The hardcopies and softcopies will be sent to "Hardcopy and softcopy" buyer by local delivery. Additional charge may be required for goods sent outside Hong Kong.
8. For any enquiry, please send an e-mail to promotion@takopro.com.hk or call Ms. Catherine Wong at 28646166 during office hour.
9. 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				