**INDICATIVE OFFER PREPARATION FORM**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
| Person / entity | Person | | | Legal entity | | |
| Company / Person name |  | | | | | |
| Company ID No. |  | | | | | |
| Contact person |  | | | | | |
| Phone |  | | | | | |
| E-mail |  | | | | | |
|  | | | | | | |
| What services are you interested in? | Accounting | | Salaries | | Other | |
| Are your data currently processed independently by your employees or externally? | Independently | | Externally | | Not at all  (new entity) | |
| Taxable person | Yes | No | | Monthly | | Quarterly |
| Number of issued invoices per month |  | | | | | |
| Number of received invoices per month |  | | | | | |
| Number of cash registers |  | | | | | |
| Number of cash movements per month (excluding cash registers) |  | | | | | |
| Number of employees (including contract employees) |  | | | | | |
| Would you prefer a flat monthly fee or a fee based on the number of documents? | Monthly fee | | | Fee based on the number of documents | | |
| Do you prefer to submit documents continuously over the month or once per month on a specified date? |  | | | | | |
| Do you have any additional requirements? (e.g. drawing up of contract documents, issuing invoices, working on your premises, etc.) |  | | | | | |
| Notes |  | | | | | |

In line with the provision of our products and services, we handle some of your personal data. We recognise the importance of their protection, therefore, we process them responsibly and solely in accordance with the applicable legislation. The submitted documents shall only be used to prepare an indicative offer and shall in no way be further processed or used by our company for any other purposes. Once the offer is prepared and sent to you, the provided data shall be removed from our systems.