

**Applicant is required to provide an original or a photocopy of the certified copy of the price quotation.
Please see "Remarks" at the bottom of this page.**

Price Quotation of Your Proposed Items/Services

From:
 [Name of the Service Provider]
 [Full address of the Service Provider]
 [Service provider's phone no.]
 [Service provider's email address]

Contact details of the service provider

Information of the written quotation

Date of Issue: [Date]
Quotation Valid Until: [Date]
Quote Reference No.: [ref.no]
Customer ID: [ABC12345]

To:
 [Your Name]
 [Your Home Address]
 [Your phone no.]
 [Your HKBU email address]

Your contact details

Quote/Project Description
 [E.g. Professional accessibility assessment for student with physical/mobility disability.]

Description	Amount (HKD)
[e.g. XXX Consultation]	[e.g. 2,000]
[e.g. XXX Assessment]	[e.g. 4,000]
Subtotal and total amount of proposed items/services The percentage of discount shall be stated clearly if applicable.	
Subtotal	[e.g. 6,000]
Discount	[e.g. n/a]
Total	[e.g. 6,000]

Descriptions of proposed items/services stated by the service provider

Amount for each proposed item/service

Special Notes and Instructions
 The quotation is effective once it is signed.
 Please return the signed quotation by email to [name of service provider].
 Descriptions of payment method:

Methods of settling the payment to the service provider

For and on behalf of [Name of Service Provider]

[Authorized Signature **with Company Chop**]
 [Name of Person from Service Provider]
 [Date]

Sign by an authorized person along the company chop

Please confirm your acceptance of this quote by signing this document

[Your Signature]
 [Your Print Name]
 [Date]

Your signature to confirm the quotation

Above information is not an invoice and only an estimate of services/goods described above.

Remarks:

**At least one quotation for purchase at HKD12,000 or below; or
 at least two quotations for purchase up to HKD15,000; or
 at least three quotations for purchase up to HKD20,000 shall be provided to USSEN.**