

REQUEST FOR PROPOSAL

To get your custom proposal, please save this form to your computer, fill it in and send a copy to interadat@gmail.com. (It's currently not possible to submit the proposal via the website, apologies for the inconvenience - we are working on it.) After submitting the proposal, I'll need three working days to come back to you with my best available offer. If you need help filling in the form, you can request a personal appointment where we discuss the details of the proposal.

1) Your details

Company Name

Name of contact person

Tel

Email

2) Chose the bundle

Please choose a bundle.

You can find a detailed description of the bundles in point 3 below.

Key to the below graph:

- included in the bundle:
- not included in the bundle:
- can be added as an extra (for a surcharge):

3) Customising your bundle

Choose extras for your bundle.

Please make sure that you choose extras from the column of the bundle you have selected earlier.

Accounting / Bookkeeping

General Ledger	General ledger in double-entry bookkeeping	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General Data	Managing general data files	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Data of Customers and Suppliers	Keeping customers and suppliers records in subledgers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chart of Accounts	Manage individual chart of accounts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Property Accounting	Keeping records of property ledger	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inventory Accounting	Keeping inventory records	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Financial Statements	Complete a set of financial statements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Accounting / Finance

Invoicing	Invoicing in accord with Hungarian and international legislations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cash Management	Financial management, Cash flow projections	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cash in Hand	Cash handling administration in Hungarian Forint and in foreign currency	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Management of Receivables	Risk assessment, Analysis of defaults, Preparing arrangements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Representation	Financial representation during negotiations with the Financial Institutions, Borrowing Institution or Banks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Credit Application	Preparing credit applications	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Finance & Accounting	Controlling	Accounting & Controlling	Transactional Consulting
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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		Finance & Accounting	Controlling	Accounting & Controlling	Transactional Consulting
Accounting / Taxation					
VAT Return	Create value added tax return forms, Manage and file records regarding tax return	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Social Tax Return	Manage social security tax return process	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Corporate and Dividend Tax Return	Manage corporate tax return process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Tax Return	Manage local tax return process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tax Account	Reconciliation of tax accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tax Administration	Electronic tax administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration of Tax Refund	Claiming value added tax refund in Hungary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taxation Consultancy	Taxation consultancy service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tax Field Audit	Representation of clients in tax field audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tax Representation	Complete tax-representation for foreign-based (non-Hungarian) taxpayers registered for VAT in Hungary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounting / Human resources					
Payroll	Payroll, administration of salary payments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keeping HR Records	Payroll journal and working hours record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounting / Consultation					
Accounting Consultation	Consultation about accounting problems, Advice in solving complex accounting problems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Flexible Accounting Services	Other accounting related services not mentioned above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounting / Extra services					
Acceptance of Documents	Receiving accounting documents online, via e-mail or courier service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Filing System	Managing documents electronically until legally required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Controlling / Own products of Interadat					
INTER*indicator	Quick assessment for financial statements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
INTER*check	Questionnaire to assess efficiency of controlling framework	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Controlling / Regular services					
Business plan	Business planning, Forecasting, Compare budget against actuals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Financial budget	Budgeting, Forecasting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Management Information System (MIS)	Provides executive summary of State of Play and decision support	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Controlling / Custom solutions					
Analytical procedures	Economic assessment for investment appraisal – including payback period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pricing	Calculation of selling price	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Investment	Return on investment and assessment of impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk management	Predicting likelihood of damage and its financial consequences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transfer pricing	Calculation and documentation of optimal transfer prices in related party transactions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervision of MIS	Supporting of MIS (Management Information System) launch and go-live	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support of Reorganisations	Provide support throughout optimisation of the organisational layout following new enterprise resource planning software launches or updates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Controlling / Consultation					
Controlling Consultation	Theoretical and practical controlling consultation, Advice in solving complex controlling problems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Flexible controlling services	Other controlling related services not mentioned above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4) Additional message (request information, propose time and date for meeting, etc.)

Place

Date

Signature

Send