

QUOTATION "YOU ARE EXPERIENCING CA'S 6NATURE NOW!"



CHUR ASSOCIATES®
 德達法務事務所
 5-2, 3rd Mile Square, 151, Jalan Kelang Lama, Batu 3 58100 Kuala Lumpur, Malaysia
 Tel: +603 7982 5618 | Fax: +603 7982 5148



[Name]
 [Address]

PRIVATE & CONFIDENTIAL

BY [EMAIL/POST/FAX]

For [NAME]

Dear Sir/Madam,

[SUBJECT MATTER]

We refer to the above matter.

As per your instruction/our meeting/our phone conversation [Date] we understand that you are desirous of..... [insert details]

We would like to thank you for your instruction pertaining to this matter. Our proposed scope of work and charges are as follows:

Work Scope	Legal Fees
[insert details]	[insert sum]
TOTAL	[insert sum]

**The above legal fee is subject to a 5% Government Service Tax and does not include any disbursements or expenses incurred in the attendance of this matter.
 *The Firm reserves its right to discontinue any ongoing attendances should there be any outstanding of this Bill.
 All payments shall be made in favour of "CHUR ASSOCIATES".

Please let us have your written confirmation in due course by signing the reply portion below, confirming that you are agreeable to the above and to enable our commencement of work accordingly. We look forward to hearing from you and hope that this shall continue our meaningful association with your esteemed company.

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I, **[CLIENT NAME]**, for and on behalf of **[COMPANY NAME] [(Company NUMBER)]** hereby appoint your Firm for the services described and upon the terms and conditions stated above.

.....
Authorised Signatory

.....
Date