

Price Check – Accounting in Russia

RUFIL CONSULTING does outsourcing of accounting for international companies in Russia. We would like to make you an offer. Please answer the questionnaire on the following 3 pages and return it to us via fax or e-mail. If you have any questions feel free to contact our Moscow office. Your contact person in Moscow:

Philipp Rowe

RUFIL CONSULTING | Accounting and Management in Russia

Tel: +7 (495) 233 01 25

Tel: +7 (495) 221 26 65

Fax: +7 (495) 221 26 67

Fax: +49 (030) 920 372 372

Email: rowe@rufil-consulting.com

info@rufil-consulting.com

www.rufil-consulting.com



Answer fax/e-mail

Please answer the questions as exactly as possible and return the questionnaire to us via fax or e-mail.

To:

RUFIL CONSULTING | Accounting and Management in Russia

c/o Philipp Rowe

Attn: Accounting in Russia

Fax: +7 (495) 221 26 67

Fax: +49 (030) 920 372 372

Email: info@rufil-consulting.com

From:

(Alternatively use your e-mail signature)

First Name,
Surname:

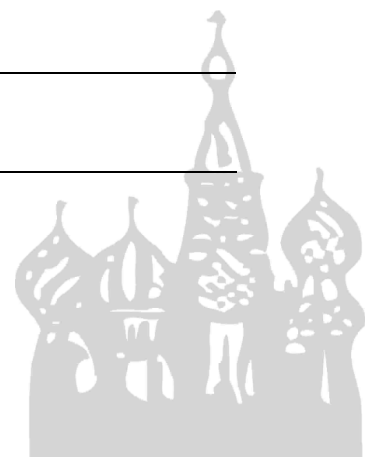
Company:

Address:

Telephone:

Fax:

E-mail:



Accounting Questionnaire

Please, answer the questions as exactly as possible. Should you have any doubts just leave it blank or feel free to contact us. Thank You for your cooperation.

Your form of business in Russia:

- OOO (LLC)
- Representative office with commercial activity
- Representative office without commercial activity
- Other: ____

Is your company already founded or registered in Russia?

- Yes, since: ____
- No, but planned for: ____

Sort of business in Russia:

- Sale of services only**
 - Kind of services: ____
 - Kind of clients:
 - Mostly B2B/ business clients
 - Mostly B2C/ private clients
 - Number of outgoing invoices per month. ____

- Sale of goods in Russia**
 - Kind of goods: ____
 - Kind of clients:
 - Mostly B2B/ business clients
 - Mostly B2C/ private clients



Number of employees in Russia: ____

Therefrom without Russian passport: ____

Number of company cars in Russia: ____

Number of business trips per month, in Russia: ____

Number of incoming invoices/ purchase invoices per month, in Russia.

Approx.: (e.g. telephone, internet, rent.): ____

Number of cash receipts/ cash paid invoices per month, approx.: ____

Number of international banking transactions per quarter: ____

Expected acquisition of assets with a value of +20.000 Ruble (number per year): ____

If you trade or sell goods

(Please only answer these questions if your company is selling or trading with goods)

Import to Russia

Number of import invoices per month, approx. ____

Number of different products, approx. ____

Number of different suppliers, approx. ____

No import to Russia

Merchandise purchase in Russia (Without Imports)

Number of invoices per month, approx. ____

Number of different products, approx. ____

Sale of goods in Russia

Number of outgoing invoices per month, approx. ____

Average number of invoice line items per invoice, approx. ____

Storehouse in Russia

Number of different products in storehouse(s), approx. ____

Number of storehouses: ____

Average warehouse stock: ____



Thank you. These are all required information for your Accounting Price Check. Please send the completed questionnaire back to us.

Kind regards from Moscow,
Your RUFIL CONSULTING Team

