



"It's Our Business to Mind Yours"

SERVICE ENQUIRY FORM

Contact Details

Customer / Company Details			
Name:			
Phone No:			
Email:			
Fax:			
Website: (optional)			
Industry:			
Billing Address			
PERSON - IN - CHARGE DETAILS			
Name:			
Phone No:			
Email:			
Position:			
Signature:		Date: [DD/MM/YYYY]	
Stamp:		[Hatched Area]	



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E: enquiry@cmba.my

CM BUSINESS ADVISORS
(Reg No: 002207608 - V)
PO BOX NO: 8021, KELANA JAYA POST OFFICE
46780 PETALING JAYA, SELANGOR, MALAYSIA.

W: www.cmba.my



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Requested Services

Service Type	Service Code	Unit Price *(per hour /per module/ per document/per month)	No. Of Units	Total (RM)
Management Consultancy	MC			
	MC-101			
Income Expenditure Analysis	MC -102			
Business Operations	MC -103			
Asset Optimization	MC -104			
Supplier Management	MC -105			
Staffing Requirements	MC -106			
Credit Control	MC -107			
Stock Management	MC -108			
Customer Relations	MC -109			
Cash-flow Management	MC -110			
Business Management	MC -111			
Business Outsourcing	MC -112			
Joint ventures	MC -113			
Mediation	MC -114			
Product/ Service Sourcing	MC -115			
Business Fund Management	MC -116			
Service Upgrade	MC -117			
Business Development Strategies	MC -118			
General Consultancy	MC -121			
Leakage Analysis	MC -119			
Business Expansion Strategy	MC-120			
ICT	MC-140			
Hotel Business	MC-160			
Restaurant Business	MC-180			
General Practice (Clinic)	MC-200			
Health & Beauty Centre	MC-220			
Other SME ventures	MC-240			
Company Secretarial	CS			
Business Start - Up	CS - 110			
Name Search	CS - 120			
Company Search	CS - 130			
ROB Formation	CS - 140			



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Service Type	Service Code	Unit Price *(per hour /per module/ per document/per month)	No. Of Units	Total (RM)
ROC Formation Sdn. Bhd /Bhd	CS- 150			
Purchase of off-shelve company	CS- 160			
MOF Registration	CS- 170			
CIDB Registration	CS- 180			
Preparation of Resolutions, Organising Meetings of Directors	CS- 200			
Preparation of Annual General Meetings for shareholders	CS- 220			
Advice on Corporate Procedures	CS- 240			
Submission of Annual Return	CS- 260			
Maintenance of Statutory Registration and Record Books	CS- 280			
Provision of Nominee Directors and Shareholders	CS- 300			
Provision of a Registered Office Address	CS- 320			
Allotment of New Shares / Increase Paid Up Capital	CS- 340			
Change of Company Name	CS- 360			
Trademark Registration	CS- 380			
De-registration of Company (Striking off)	CS- 400			
Accounts	A			
Daybooks	A-100			
Petty Cash book	A-120			
Journals	A-140			
Ledgers	A-160			
Cash Flow	A-180			
Profit & Loss Account	A-200			
Balance Sheet	A-220			
Management Accounts	A-240			
Budgets	A-260			



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Service Type	Service Code	Unit Price *(per hour /per module/ per document/per month)	No. Of. Units	Total (RM)
Business Documentation	BD			
Copy Writing	BD-101			
Product Write-up	BD-102			
Service Write-Up	BD-103			
Product/Service Brochure	BD-104			
Product Training Manual	BD-105			
Web Content	BD-106			
Catalog	BD-107			
White paper	BD-108			
Business Presentation	BD-109			
Training Documentation	TRD			
Training Needs Analysis	TRD-140			
Instructional Designing	TRD-141			
Training Manuals	TRD-142			
Training Handouts	TRD-143			
Presentation Materials	TRD-144			
Other Documentation	OD			
Standard Operating Procedures (SOP)	OD-100			
Work /Process Flow	OD-120			
Job Aids	OD-140			
Technical	TD			
- System Requirements Analysis	TD-101			
- Systems Design	TD-102			
- Test cases	TD-103			
- Test Reports	TD -104			
-End User Manual	TD -105			
- Administrator's Manual	TD -106			
-Installation Guide	TD -107			
-Context – sensitive Help Files	TD -108			
-Training Handbook	TD -109			
-Quick Reference Guide	TD -110			
-Cheat Sheets	TD -111			
-Online Tutorials	TD -112			
-Technical Diagrams	TD -113			



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Service Type	Service Code	Unit Price *(per hour /per module/ per document/per month)	No. Of. Units	Total (RM)
Training	T			
IT	T-100			
Soft Skills	T-120			
Sales Performance	T-140			
Service Desk	T-160			
HR Solutions	HR			
Candidate Placement	HR-100			
Candidate Matching	HR-101			
Pre-interview filtering	HR-102			
English Competency Assessment	HR-103			
Technical Competency Assessment	HR-104			
Letter of Offer	HR-105			
Letter of Employment	HR-106			
Non-Disclosure of Confidential Information	HR-107			
Candidate Key Competencies Evaluation	HR-108			
Reference Checks	HR-109			
On-boarding	HR-110			
Counseling	HR-111			
Employment Termination	HR-112			
Performance Review	HR-113			
EPF Account Creation	HR-114			
Tax File Creation	HR-115			
SOCSO Account Creation	HR-116			
Group Insurance	HR-117			
Payroll and Benefits	HR-120			
Employee Relations	HR-140			
Conflict Resolution	HR-160			
Training Needs Analysis	HR-180			
HR Policy Handbooks	HR-200			



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Sales & Marketing	SM			
Brochure Design	SM-100			
Copy Writing	SM-120			
Product Write-Up	SM-140			
Service Description	SM-160			
White Paper	SM-180			
Product Branding	SM-200			
Internet Marketing	SM-220			
Web Presence	SM-240			
Domain Registration	SM-241			
Web Hosting	SM-242			
Webpage Design	SM-243			
Professional Photography	SM-244			
SEO Services	SM-260			
Apps*	SM-280			
Miscellaneous Expenses	ME			
Travelling Requirements	ME-101			
Accommodations	ME-102			
Stationeries	ME-103			
Other allowances	ME-104			

* Service to be provided soon



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SERVICE ENQUIRY FORM

Description of Service

Terms of Payment

For direct bank-in / e-Banking/ cheque payment, please find our Bank details as follows:

Bank	Al Rajhi Bank
Beneficiary Name	CM Business Advisors
Beneficiary Account Number	12700-1080 575434

Please e-mail us (billing@cmba.biz) the bank-in / remittance slip and state the invoice number in your e-mail subject once payment is made. We will not be able to proceed with your order till we receive your confirmation.



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Office Use Only:

Customer Code: _____

Invoice No: _____

Order Accepted Date: ___/___/___

Order Completed Date: ___/___/___