

Quotation / Bill Settlement

Vendor Name/code 供应商名称与编号:	康辉集团北京国际会议展览有限公司
Vendor contact 供应商联系人及电话与邮箱:	耿吴茜 18210062127/gengwuxi@cct.cn
Date of Quotation 报价日期:	2020.7.28
Validation Period 报价有效期:	2020.8.4
Project Owner 项目负责人及电话:	耿吴茜 18210062127
Project Owner email: 项目负责人邮箱:	gengwuxi@cct.cn
Project Name 项目名称:	沃芬会议-北京区域会议
Country /City 会议地点:	北京
Date of event 会议日期:	2022.8.17

Number of days of the event 会议天数	Forecast 预计	Actual 实际
No. of participants 参会人数:	1	50

公司直付酒店部分-无需报价

Item 项目	Quotation 报价单					Bill Check 结算单					Deviation 差额			REMARKS
酒店内花费(净价)	n/a										-	-	-	
Service change (%) 服务费: (酒店部分)					Y	-			Y	-	-	-	-	
非公司直付酒店部分-所有报价均为不含税价格(不可抵扣项除外)														
1 Accommodation 住宿: 酒店内														
All room charge should include Breakfast & Service charge 所有房间报价需含早餐及服务费:	Deadline for Option/ticketing 最晚预订时间	FORECASTED No. of Room 间数	FORECASTED Night 夜	FORECASTED Price per unit in RMB 预计单价	FORECASTED Total in RMB 预计总额	ACT. No. of Room 实际间数	ACT. Night 实际间夜	FIN Price per unit in RMB 实际单价	ACTUAL Total in RMB 实际总额	UNI Variance 单价差额	UNI TOTAL 单价总额	Variance 差额		REMARKS
Hotel name, star 酒店名称及星级	北京歌华开元酒店									-	-	-	-	
Single 单人间:					-				-	-	-	-	-	
Subtotal for accommodation 小计:					Y	-			Y	-	-	-	Y	-
2 Catering 餐: 酒店内														
Date, name of restaurant 日期, 酒店内用餐:	Deadline for Option/ticketing 最晚预订时间	FORECASTED No. of PAX 人数	FORECASTED Qty 次	FORECASTED Price per unit in RMB 预计单价	FORECASTED Total in RMB 预计总额	ACT. No. of PAX 实际人数	ACT. Qty 实际次数	FIN Price per unit in RMB 实际单价	ACTUAL Total in RMB 实际总额	UNI Variance 单价差额	UNI TOTAL 单价总额	Variance 差额		REMARKS
Lunch 午餐:	n/a				-				-	-	-	-	-	
Dinner 晚餐:	n/a				-				-	-	-	-	-	
Cancellation policy(notice before Xdays)取消规定及费用:														
Subtotal for catering 小计:					Y	-			Y	-	-	-	Y	-
3 Meetings - renting space & facilities 会议:														
Date, name of meeting room 日期, 酒店内费用:	Deadline for Option/ticketing 最晚预订时间	FORECASTED No. 数量	FORECASTED Qty 次	FORECASTED Price per unit in RMB 预计单价	FORECASTED Total in RMB 预计总额	ACT. No. 实际数量	ACT. Qty 实际次数	FIN Price per unit in RMB 实际单价	ACTUAL Total in RMB 实际总额	UNI Variance 单价差额	UNI TOTAL 单价总额	Variance 差额		REMARKS
Meeting Room 会场	n/a				-				-	-	-	-	-	
Tea Breaks 茶歇: 酒店单次茶歇	n/a				-				-	-	-	-	-	
纸质邀请函	n/a				-				-	-	-	-	-	
Signage 指示牌: 横幅, 蓝底白字	n/a				-				-	-	-	-	-	
Table card 桌卡: A4铜板纸	n/a				-				-	-	-	-	-	
Subtotal for meetings 小计:	n/a				Y	-			Y	-	-	-	Y	-
Service change (%) 服务费: (酒店部分)	8%				Y	-			Y	-	-	-	Y	-
6 Meetings facilities 会议设施:														
Date, 日期, 非酒店内费用:	Deadline for Option/ticketing 最晚预订时间	FORECASTED No. 数量	FORECASTED Qty 次	FORECASTED Price per unit in RMB 预计单价	FORECASTED Total in RMB 预计总额	ACT. No. 实际数量	ACT. Qty 实际次数	FIN Price per unit in RMB 实际单价	ACTUAL Total in RMB 实际总额	UNI Variance 单价差额	UNI TOTAL 单价总额	Variance 差额		REMARKS
签到背景板 (3*5m) (不足15平米按照15平米计算)	n/a	15	1	150	2,250.00	1	1	1500	1,500.00	1,350.00	1,350.00	-750.00		拉网展架 3.09*2.7M
议程 (普通彩纸)	n/a	40	1	2	80.00	35	1	3.5	122.50	1.50	52.50	42.50		150g铜版纸折页
桌卡 (铜版纸覆膜)	n/a	5	1	5	25.00	16	1	5	80.00	-	-	55.00		
讲台贴 (KT板)	n/a	1	1	100	100.00	1	1	100	100.00	-	-	-		
易拉宝 (1.2m*2m) *2个	n/a	2	1	220	440.00	2	1	220	440.00	-	-	-		
Subtotal for meetings 小计:	n/a				Y	2,895.00			Y	2,242.50	-	-	Y	-652.50
8 Agency Management Fee 服务费:														
Destination Escort 地陪:	n/a	1	1	500	500.00	1	1	500	500.00	-	-	-		
Service change (%) 服务费: (非酒店部分)	8%				Y	231.60			Y	179.40	-	-	Y	-52.20
Subtotal for meetings 小计: 含酒店部分服务费包括直付					Y	731.60			Y	679.40	-	-	Y	-52.20
Tax change (%) 增值税费:	6%				Y	217.60			Y	175.31	-	-	Y	-42.28
9 Actual additional expenses 实际增项费用														

Summary	FORECASTED			ACT.ual			Variance
	Total in RMB 预计总额	Average cost per person and per day		Total in RMB 实际总额	Average cost per person and per day		Uni(SAV)RMB
1 Accommodation 住宿:	Y	-	0	Y	-	#DIV/0!	-
2 Catering 餐: 酒店内	Y	-	0	Y	-	#DIV/0!	-
3 Meeting room: 酒店内	Y	-	0	Y	-	#DIV/0!	-
4 Transport -Non Air 其他交通工具	Y	-	0	Y	-	#DIV/0!	-
5 Catering 餐: 非酒店内	Y	-	0	Y	-	#DIV/0!	-
6 Meetings facilities 会议设施:	Y	2,895.00	57.9	Y	2,242.50	#DIV/0!	-652.50
7 Registration 注册:	Y	-	0	Y	-	#DIV/0!	-
8 Agency Management Fee 服务费	Y	731.60	14.632	Y	679.40	#DIV/0!	-52.20
10 Tax VAT 增值税税金	Y	217.60	4.35192	Y	175.31	#DIV/0!	-42.28
9 Actual additional expenses 实际	Y	-	0	Y	-	#DIV/0!	-
10 total 总计	Y	3,844.20	76.88	Y	3,097.21	#DIV/0!	Y -746.98

[illegible]

Summary	FORECASTED		ACTUAL		Variance
	Total in RMB 预计总额	Average cost per person and per day	Total in RMB 实际总额	Average cost per person and per day 实际人均日消费	
1 Accommodation 住宿:	¥ -	0	¥ -	#DIV/0!	-
2 Catering 餐: 酒店内	¥ -	0	¥ -	#DIV/0!	-
3 Meeting room: 酒店内	¥ -	0	¥ -	#DIV/0!	-
4 Transport --Non Air其他交通工具	¥ -	0	¥ -	#DIV/0!	-
5 Catering 餐: 非酒店内	¥ -	0	¥ -	#DIV/0!	-
6 Meetings facilities 会议设施:	¥ -	0	¥ 440.00	#DIV/0!	440.00
7 Registration注册:	¥ -	0	¥ -	#DIV/0!	-
8 Agency Management Fee服务费	¥ -	0	¥ 35.20	#DIV/0!	35.20
10 Tax VAT 增值税税金	¥ -	0	¥ 28.51	#DIV/0!	28.51
9 Actual additional expenses实际	¥ -	0	¥ -	#DIV/0!	-
10 total 总计	¥ -	¥ -	¥ 503.71	#DIV/0!	¥ 503.71

非公司直付酒店部分-所有报价均为不含税价格（不可抵扣项除外）

1 Accommodation 住宿: 酒店内			FORECASTED	FORECASTED	FORECASTED	FORECASTED	ACT.	ACT.	FIN	ACTUAL	UNI Variance	UNI TOTAL	Variance	REMARKS
All room charge should include Breakfast & Service charge 所有房间报价需含早餐及服务费:		Deadline for Option/ticketing 最晚预订时间	No. of Room 间数	Night 夜	Price per unit in RMB 预计单价	Total in RMB 预计总额	No. of Room 实际间数	Night 实际间夜	Price per unit in RMB 实际单价	Total in RMB 实际总额	Uni Variance 单价差额	UNI TOTAL	Variance 差额	
Hotel name,star酒店名称及星级 武汉光谷皇冠假日酒店										-	-	-	-	
Single 单人间: 含早 8月5日-6日			1	1	688	688.00	0	0	688	-	-	-	-688.00	
Subtotal for accommodation 小计:						¥ 688.00				¥ -	-	-	¥ -688.00	
2 Catering 餐: 酒店内			FORECASTED	FORECASTED	FORECASTED	FORECASTED	ACT.	ACT.	FIN	ACTUAL	UNI Variance	UNI TOTAL	Variance	REMARKS
Date, name of restaurant日期, 酒店内用餐:		Deadline for Option/ticketing 最晚预订时间	No. of PAX 人数	Qty 次	Price per unit in RMB 预计单价	Total in RMB 预计总额	No. of PAX 实际人数	Qty 实际次数	Price per unit in RMB 实际单价	Total in RMB 实际总额	Uni Variance 单价差额	UNI TOTAL	Variance 差额	
Lunch午餐: 自助餐不常开, 40人起开		n/a	50	1	138	6,900.00	50	1	138	6,900.00	-	-	-	
Dinner晚餐:		n/a				-				-	-	-	-	
Cancellation policy(notice before Xdays)取消规定及费用:														
Subtotal for catering 小计:						¥ 6,900.00				¥ 6,900.00	-	-	¥ -	
3 Meetings - renting space & facilities 会议:			FORECASTED	FORECASTED	FORECASTED	FORECASTED	ACT.	ACT.	FIN	ACTUAL	UNI Variance	UNI TOTAL	Variance	REMARKS
Date, name of meeting room日期, 酒店内费用:		Deadline for Option/ticketing 最晚预订时间	No. 数量	Qty 次	Price per unit in RMB 预计单价	Total in RMB 预计总额	No. 实际数量	Qty 实际次数	Price per unit in RMB 实际单价	Total in RMB 实际总额	Uni Variance 单价差额	UNI TOTAL	Variance 差额	
Meeting Room会场 50人课桌 8月5日 光谷厅 230平米下午会议 (会场内无LED, 3*6的LED外包搭建3000元)		n/a	1	1	13000	13,000.00	1	1	13000	13,000.00	-	-	-	
Tea Breaks茶歇: 酒店单次茶歇		n/a	30		68	-	30	1	68	2,040.00	-	-	2,040.00	
纸质邀请函		n/a				-				-	-	-	-	
Signage 指示牌: 横幅, 蓝底白字		n/a				-				-	-	-	-	
Table card桌卡: A4铜板纸		n/a				-				-	-	-	-	
Subtotal for meetings 小计:		n/a				¥ 13,000.00				¥ 15,040.00	-	-	2,040.00	
Service change (%)服务费: (酒店部分)		8%				¥ 1,647.04				¥ 1,755.20	-	-	¥ 108.16	
6 Meetings facilities 会议设施:			FORECASTED	FORECASTED	FORECASTED	FORECASTED	ACT.	ACT.	FIN	ACTUAL	UNI Variance	UNI TOTAL	Variance	REMARKS
Date, 日期, 非酒店内费用:		Deadline for Option/ticketing 最晚预订时间	No. 数量	Qty 次	Price per unit in RMB 预计单价	Total in RMB 预计总额	No. 实际数量	Qty 实际次数	Price per unit in RMB 实际单价	Total in RMB 实际总额	Uni Variance 单价差额	UNI TOTAL	Variance 差额	
签到背景板 (3*5m) (不足15平米按照15平米计算)		n/a	15	1	150	2,250.00	15	1	150	2,250.00	-	-	-	
议程 (普通彩纸)		n/a	50	1	2	100.00	50	1	2	100.00	-	-	-	
桌卡 (铜版纸覆膜)		n/a	5	1	5	25.00	19	1	5	95.00	-	-	70.00	
讲台帖 (KT板)		n/a	1	1	100	100.00	3	1	100	300.00	-	-	200.00	三面包
易拉宝 (1.2m*2m) *2个		n/a	2	1	220	440.00	2	1	220	440.00	-	-	-	
							2	1	10	20.00				现场增加海报A2画打印
							50	2	5	500.00				铜版纸邀请函 (制作2次)
Subtotal for meetings 小计:		n/a				¥ 2,915.00				¥ 3,705.00	-	-	¥ 790.00	
8 Agency Management Fee 服务费:			FORECASTED	FORECASTED	FORECASTED	FORECASTED	ACT.	ACT.	FIN	ACTUAL	UNI Variance	UNI TOTAL	Variance	REMARKS
		Deadline for Option/ticketing 最晚预订时间	No. 数量	Qty 次	Price per unit in RMB 预计单价	Total in RMB 预计总额	No. 实际数量	Qty 实际次数	Price per unit in RMB 实际单价	Total in RMB 实际总额	Uni Variance 单价差额	UNI TOTAL	Variance 差额	
Destinationation Escort地陪:		n/a	1	1	500	500.00	1	1	500	500.00	-	-	-	
Service change (%)服务费: (非酒店部分)		8%				¥ 233.20				¥ 296.40	-	-	63.20	
Subtotal for meetings 小计: 含酒店部分服务费包括直付						¥ 2,380.24				¥ 2,551.60	-	-	171.36	
Tax change (%) 增值税费:		6%				¥ 1,552.99				¥ 1,691.80	-	-	138.80	
9 Actual additional expenses 实际增项费用														

Summary	FORECASTED			ACT.ual			Variance Uni(SAV)RMB
	Total in RMB 预计总额	Average cost per person and per day		Total in RMB 实际总额	Average cost per person and per day 实际人均日消费		
1 Accommodation 住宿:	¥ 688.00	13.76	¥	-	#DIV/0!		-688.00
2 Catering 餐: 酒店内	¥ 6,900.00	138	¥	6,900.00	#DIV/0!		-
3 Meeting room: 酒店内	¥ 13,000.00	260	¥	15,040.00	#DIV/0!		2,040.00
4 Transport --Non Air其他交通工	¥ -	0	¥	-	#DIV/0!		-
5 Catering 餐: 非酒店内	¥ -	0	¥	-	#DIV/0!		-
6 Meetings facilities 会议设施:	¥ 2,915.00	58.3	¥	3,705.00	#DIV/0!		790.00
7 Registration注册:	¥ -	0	¥	-	#DIV/0!		-
8 Agency Management Fee服务费	¥ 2,380.24	47.6048	¥	2,551.60	#DIV/0!		171.36
10 Tax VAT 增值税税金	¥ 1,552.99	31.059888	¥	1,691.80	#DIV/0!		138.80
9 Actual additional expenses实际	¥ -	0	¥	-	#DIV/0!		-
10 total 总计	¥ 27,436.23	548.72	¥	29,888.40	#DIV/0!		¥ 2,452.16

