



Name of the Company:

Signature:

Date:

Stamp:

Proposed Fee Structure

Plan International Poland will provide the opportunity to revise costing every 6 months throughout the duration of the agreement. You are requested to maintain the pricing during this 6 month period

	Estimation of hours	Day (8hrs), PLN	Half day (4hrs), PLN	Hour, PLN
1.1. Leading the finance reporting process				
1.2. Review of the finance report with the General ledger				
1.3. Conduct a monthly review and verification of finance reports and supporting documents				
1.4. Verify completeness and eligibility of all the vouchers				
1.5. Provide advice and support				
1.6. Preparation of the file required for processing the liquidation of the partner's advance payments.				
1.7. Review and submit vouchers requested by the Donor/Auditor for selected voucher sample.				
1.8. Address comments and questions raised by the Donor/Auditor.				
1.9. Review and submit vouchers requested by the Donor/Auditor for selected voucher sample.				