

Quotation
Meeting Minutes Writer

Izzul Ikhwan Ishak
Assistant Manager
Productivity & Competitiveness Development (PCD)
Malaysia Productivity Corporation
Jalan Sultan, Pjs 52, 46200 Petaling Jaya,
Selangor.
Tel. No. : 03-7955 7266

Dear Izzul Ikhwan Ishak,

Quotation for Meeting Minutes Writer

First and foremost, I would like to thank your organisation in seeking for writing/editing services.

Attached herewith is the proposal for the above-mentioned editorial project.

1.0 Project Details:

Project Type : Meeting Minutes Writer
Department : NCS, PCD, Malaysia Productivity Corporation

Format and Pricing for Rapporteur for Competitiveness Talk (Webinar) Sessions

Length	TBC
Language	English/ Bahasa Melayu (as required by client)
Font/Size	Arial 12
Spacing	1.5
Services	Writing and editing of meeting minutes
Cost per page	RM 140/ page
Deadline of Write-Up	3 working days

Validity of Quotation : 1 year

2.0 Other Matters

- The 'Consultant' in this document is referred to Kamine Kethieswaranathan.
- The Consultant shall not use any part of the publication for other purposes and agrees that your respective organisation holds the proprietary rights in all the documents and matters pertaining to it.

- The Consultant shall abide to all Proprietary Rights stated in your TOR.
- The Consultant holds the responsibility to produce the contents as in writing, editing and proofreading as well as inputs in the form of tables and graphs if required. **This does not include any works on designing, layouts and publishing.**
- The Consultant is aware that the names of the writer or editors are not published in the working paper.
- All writings shall be original as the Consultant base her writings on inputs given and our organisation strictly forbids plagiarism.
- All payments should be made to :

BANK : CIMB MALAYSIA

ACC Holder: KAMINE KETHIESWARANATHAN

ACC No : 7023 798 071

- **Payments should be made as per details in invoice.**

I believe that the above details have met your requirement. Should there be any clarifications or requests, please do not hesitate to contact us at 012 4498933.

I sincerely hope to provide excellent services in meeting the standards set at your respective organisation and bring it forward in publications and other related services.

Thank you and best wishes.

Yours Sincerely,

Kamine Kethieswaranathan