



BOOKKEEPING DOCUMENT REQUEST LIST

The purpose of this request is to gather the necessary information needed to meet your bookkeeping needs. Please do not hesitate to contact us if you have any questions/clarifications about our requests. Please note that some of these requests may not apply.

I. Electronic or Hard-copy Data

1. Bank statements
2. Credit card statements
3. Customer invoices
4. Receipts
5. Loan statements
6. Loan agreements
7. Cancelled checks
8. Tax returns
9. Payroll data
10. Inventory

II. Platform Information

1. Accounting Software
2. Point of Sale "POS" System
3. Payroll Service



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