

ELITE BOOKKEEPING

- ✓ *Full Cycle Bookkeeping Services*
- ✓ *Year-End Preparation*
- ✓ *Asset Management*
- ✓ *Financial Statements*



www.EliteBookkeeping.ca

COMPANY INFORMATION		
Business Number:		
Business Name:		
Company Address:		
City:	Province:	Postal Code:
Business Phone:		Cell Phone:
E-mail:		
Website:		
Main Contact Name:		
Main Contact Phone Number:		
Main Contact E-mail:		
Other Contact Info:		
Industry Type:		
Fiscal Year of Business:		
Earliest transaction (if new company):		

Other Required Information (if available)

If you have a previous bookkeeper, please provide us either their name and contact information.

We will contact them directly to receive all the required documents and information.

All the following documents should be delivered in electronic format if possible.

1. Chart of Accounts
2. Previous Years Trial Balance
3. Current Trial Balance
4. Accounts Receivable History
 - a. Companies Name, Address & Contact Information
Including Outstanding Invoice Numbers, Dates & Amounts
5. Accounts Payable History
 - a. Companies Name, Address & Contact Information
Including Outstanding Invoice Numbers, Dates & Amounts
6. Inventory History
7. Closing Bank Statement from previous year/month
 - a. List of outstanding cheques
8. Full backup file from the current bookkeeping software (Simply Accounting, Quickbooks) If applicable.

Name: _____ Date: _____

Signature: _____

Please Note:

We take your confidentiality very seriously and will never share any of your information with anyone outside our business unless authorized by the person above and/or compelled to by a court of law. We will notify the person listed above if required to do so by the courts.