

Twin Pikes Bookkeeping Services

New Client Checklist

Description	✓	If not available date expected
Current Balance Sheet	<input type="checkbox"/>	_____
Current Profit & Loss Statement	<input type="checkbox"/>	_____
Auto Notes / Info	<input type="checkbox"/>	_____
Equipment Notes / Receipts	<input type="checkbox"/>	_____
Loans / Documentation	<input type="checkbox"/>	_____
Checkbook registers	<input type="checkbox"/>	_____
Bank Statements	<input type="checkbox"/>	_____
Canceled Checks	<input type="checkbox"/>	_____
Daily Cash Reports	<input type="checkbox"/>	_____
Daily Sales Registers	<input type="checkbox"/>	_____
Accounts Rec Aging	<input type="checkbox"/>	_____
Accounts Payable Aging	<input type="checkbox"/>	_____
Accounts Payable Invoices	<input type="checkbox"/>	_____
Petty Cash Receipts	<input type="checkbox"/>	_____
Petty Cash Register	<input type="checkbox"/>	_____
Payroll Reports	<input type="checkbox"/>	_____
Workers Compensation Forms	<input type="checkbox"/>	_____
Sales Tax Forms	<input type="checkbox"/>	_____
Credit Card Statements	<input type="checkbox"/>	_____
Misc. Cash Receipts	<input type="checkbox"/>	_____
Asset List	<input type="checkbox"/>	_____
Contact Info	<input type="checkbox"/>	_____
Business #	<input type="checkbox"/>	_____
GST #	<input type="checkbox"/>	_____
Payroll #	<input type="checkbox"/>	_____
QuickBooks File	<input type="checkbox"/>	_____
Sage 50 File	<input type="checkbox"/>	_____
Prior Year Business Tax Return	<input type="checkbox"/>	_____
Prior Year Personal Tax Return	<input type="checkbox"/>	_____
	<input type="checkbox"/>	_____
	<input type="checkbox"/>	_____