

Twin Pokes Bookkeeping Services List

Company Name: _____

Please mark off the services in which you are selecting "Twin Pokes Bookkeeping Services" to perform.

I. General Bookkeeping Services

Accounts Payable	<input type="checkbox"/>	Year End for CPA	<input type="checkbox"/>
Accounts Receivable	<input type="checkbox"/>	Sales Tax Returns	<input type="checkbox"/>
Bank Deposit Processing	<input type="checkbox"/>	Monthly Financial Reports	<input type="checkbox"/>
Record cash receipts	<input type="checkbox"/>	Quarterly Financial Reports	<input type="checkbox"/>
Reconcile Bank Statements	<input type="checkbox"/>	Annual Financial Reports	<input type="checkbox"/>
Reconcile Loan Statements	<input type="checkbox"/>	Detailed General Ledgers	<input type="checkbox"/>
Reconcile Credit Card Statements	<input type="checkbox"/>		<input type="checkbox"/>
Invoicing	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

II. Additional Bookkeeping Services

Inventory	<input type="checkbox"/>		<input type="checkbox"/>
Personal Bookkeeping	<input type="checkbox"/>		<input type="checkbox"/>
QuickBooks set-up	<input type="checkbox"/>		<input type="checkbox"/>
QuickBooks clean-up	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

III. Payroll Services

Prepare Payroll Checks	<input type="checkbox"/>	Workers Comp Reports	<input type="checkbox"/>
Direct Deposit Service	<input type="checkbox"/>	Payroll Tax Returns	<input type="checkbox"/>
Record Payroll from Service Only	<input type="checkbox"/>	Year End T4's	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

IV. Tax Services

T1 Business Tax Return	<input type="checkbox"/>	Prior Year Returns	<input type="checkbox"/>
T1 Personal Tax Returns	<input type="checkbox"/>		<input type="checkbox"/>
Amended Returns	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

Comments

Client Authorization

Date