



Type of Engagement : Bookkeepings + Year-End

Name of client: _____ Year end: _____

Address: _____ Telephone #: _____

_____ Facsimile: _____

Postal code: _____ Email address: _____

Other Contact: _____

Organization: Corporation Partnership Proprietorship
Association/Society Joint Venture Other _____

Jurisdiction of registration and Business # : _____

Names SIN, titles, addresses and telephone numbers of directors, officers, partners, and/or managers

| Name: | SIN: | Shareholder/Officer/Director: | Other Title: | Contact Info: |
|-------|------|-------------------------------|--------------|---------------|
| | | | | |

Foreign Investments/operation: Yes No If yes, provide more details: _____

Details/Nature of Business/Organization: _____

Bankers: _____

Solicitors: _____

Insurance co: _____

Mortgage / lease co.'s: _____

Associated / related co.'s: _____

Bookkeeper: _____

Description of accounting system: _____

***Please make sure all fields above are filled accurately in its entirety, additional fees will be incurred for inaccurate information**



If you would like us to provide bookkeeping services, please provide any of the following relevant items:

- All Vendors invoices paid with cheques
- All accounts payable of unpaid invoices at period end/ year end

- Bank account statements and cancelled cheques

- Credit card statements
- Customer invoices at period end/year end
- Deposit book listing all deposit details (date, name, nature of deposit) or listing of same.
- Print out of all bank accounts and balances since the last statement (online) – or provision view only privileges.
- Details with cost breakdown of all properties/capital assets & details of all acquisitions during the year
- Details with cost breakdown of inventory at period end/year end
- Brokerage statements at year end if relevant
- Share agreements, agreements to receive property, investments agreements.
- Share certificates of shares held outside brokerage accounts at year end if relevant
- Escrow Agreements
- Loan and mortgages payable statements – if applicable
- Any significant financial commitments
- Incorporation documents and articles of incorporation
- Share registry, number and class of shares issued and outstanding, name of shareholders and SIN or BN of shareholders
- All CRA correspondence