

Bookkeeping Check List

- Invoices & Sales Information
- Details for any new customers
- Deposit Book & Credit Card Slips
- Receipts for all purchases
- Bank Statements with returned cheques for all bank accounts
- Credit Card Statements with receipts for all credit cards
- GST/HST/WCB returns
- Payroll Records
- Lease or loan documentation
- Documentation for all Equipment Purchases
- Vehicle Log Book
- Anything that you think is important in completing your books.

Excellence In Bookkeeping - For Excellence In Business

