

Name	
Accounts Period	

To enable me to complete your accounts for the period, please provide me with the following information:

Bank statements

Please provide bank statements covering the period.

Bank/Building Society	A/c no	Statements Enc (✓)	Cheque Books Enc (✓ /N/A)	Paying-in Books Enc (✓ /N/A)

Credit card statements

Please provide credit card statements covering the period.

Bank/Building Society	A/c no	Notes	Enc (✓ /N/A)

Details of cash income and expenditure

Please provide cash income and expenditure details covering the period.

Format	Notes	Enc (✓ /N/A)

Sales and Purchase Invoices

	Notes	Enc (✓ /N/A)
Sales invoices		
Purchase invoices		

Debtors (monies owed to you) and creditors (monies owed by you) outstanding at the period end

	Notes	Enc (✓ /N/A)
Details of debtors		
Details of creditors		

Stock and work in progress (work done but not billed) at the period end

	Notes	Enc (✓ /N/A)
Stock list		
Details of work in progress		

Details of assets purchased or sold during the period

	Notes	Enc (✓ /N/A)
Assets Purchased		
Assets Sold		
Lease Agreements		
Hire Purchase Agreements		

VAT and payroll workings for the period

	Notes	Enc (✓ /N/A)
VAT Returns and workings		
Payroll summaries and workings		

Any other information you believe is relevant

Details	Notes	Enc

Examples would include: New loan agreements or current loan schedules, correspondence with HM Revenue & Customs, CIS deduction documentation.