



EDMONDSON BALL DAVIES LLP

CHARTERED ACCOUNTANTS
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Information Required for Bookkeeping Services

Here is a list of documents that we require to provide bookkeeping services:

- cheque stubs, deposit slips, bank statements, cancelled and spoiled cheques
- invoices for goods shipped or services rendered
- bills received which were not paid
- bills you have already paid
- GST, PST, WSIB, EHT and employee source deduction forms (we will ensure that the mailing address for these forms is changed to our address)

Upon receipt we will:

- process customer invoices match with payments received
- process all bills, paid and unpaid
- review your GST, PST, WSIB, EHT and employee source deduction accounts
- process all banking transactions and reconcile bank accounts

We will provide you with on a periodic basis:

- a detailed listing of aged accounts receivable and payable
- an income statement for the period in question with comparison to the prior year period as well as a comparative balance sheet
- completed government remittance forms showing any balance due or refundable with the appropriate due dates noted
- other items as requested