

<b>CLIENT:</b> _____	<b>DATE RECEIVED</b>
	<b>Details Enclosed YES / NO / N/A</b>

**BAS - CRITICAL**

- Copy of file on disc, usb or cashbook

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- Copy of Banklink coding report

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- Bank statements one for each business bank account as required

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- Copy of wages & tax withheld for the quarter/month

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- Debtors & creditors print out at the end of the quarter (accruals basis)

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- For rental properties held, real estate agent monthly summary statements

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- For land or properties purchased/sold, sale/purchase contracts & settlement sheets


**OTHER DOCUMENTS:**

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**BDI**

- Has the budget been completed and signed off?      Yes      No      \$ \_\_\_\_\_
- Is there any outstanding debts?      Yes      No      \$ \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Workflow Manager \_\_\_\_\_

Client Partner \_\_\_\_\_