



Reminder list for clients

Below is a list of information that you will need to send to Solutions Bookkeeping on a monthly or a quarterly basis.

Documentation	Sent?
Purchase Invoices Write on paid or not paid Date of payment and cheque number	
Receipts	
Sales Invoices Paid or unpaid? Date paid	
Bank statements	
Any drawings from the business	
Details of any capital investment into business	
Petty cash details	
Expenses	
Staff hours and details	
Details of any other payments paid or cheques written	