

Grove Bookkeeping Services

- ✓ Bookkeeping
- ✓ Tax Preparation

www.grovebookkeeping.ca



COMPANY INFORMATION INFORMATION		
Buisness Number:		
Name:		
Offical Address:		
City:	Province:	Postal Code:
Ph:	Alt Ph:	Fax:
E-mail:		
Website:		
Main Contact Name:		
Main Contact Ph Number (Direct Line If appl.):		
Main Contact email:		
Other emails (if appl.):		
Industry Type:		
Fiscal Start:	Fiscal Year End:	
Earliest Transaction:		

OTHER REQUIRED INFORMATION (IF AVAILABLE)
Chart of Accounts
Previous Years Trial Balance
Accounts Receivable History
Companies Name, Address & Contact Information
Including Outstanding Invoice Numbers, Dates & Amounts
Accounts Payable History
Companies Name, Address & Contact Information
Including Outstanding Invoice Numbers, Dates & Amounts
Inventory History - if appliable
Closing Bank Statement from previous year/month
List of outstanding cheques
Anything else outstanding

Signature: _____

Date: _____

Notes:

This information will not be shared with anyone unless authorized by the person above and compelled to by a court of law. We will notify the person listed above if required to do so by the courts.