

Services List

Company Name:

Please indicate the services required

Bookkeeping Services

Full-Charge Bookkeeping

On-Site Bookkeeping

Personal Bookkeeping

Note: Full-Charge Bookkeeping includes all the bookkeeping functions below

Accounts Payable

Accounts Receivable

Bank Deposit Processing

Record Cash Receipts

Sales Tax Returns (GST/PST)

Bank Reconciliations

Inventory

Payroll

Accounting Services

Financial Reporting

Reporting Frequency

Job Costing

Budgeting

Audit Preparation

Year End for CPA

Payroll Services

Prepare Payroll Cheques

Payroll Remittances
(Tax, EI, CPP, WCB)

WCB Annual Report

Year End T4's

Other Services

Consulting & Training

Internal Controls

Quickbooks Setup

Quickbooks Cleanup

Tax Services

Business Tax Return

Personal Tax Return

Amended Returns

Prior Year Returns

Comments: