

CLIENT REPORT:
25th Of Month Bookkeeping Reminder

Dear Client;

It's that time of the month again, the 1st of the month is in just 3 or 4 days, and it will be time to send that dreaded paperwork over to our offices again. We are sending this reminder to aid you in the assembly of all the "stuff" we need to do an accurate and timely accounting of your business financial activities for the month just ending.

As a help in that, we have included a monthly check off sheet for you to use as a guide in accumulating the information. Please review that sheet and check off each item as you include it in the enclosed envelope to us and be sure to answer each question. Without such information, we will not be able to do as accurate and complete a job as we want to do for you and we know you have learned to expect from us.

We also ask that you accumulate this information on the first business day of the month and mail or deliver to us. **Please do not wait for the bank statement(s) but instead, send them once you receive them.** By having this information into our offices as early as possible, we can meet the various reporting and payment deadlines for you. If the work is not received by the 10th day of the month, we will do our best to complete the various sales and payroll reports timely but cannot guarantee that. Additionally, if the work is received after the 10th day of the month, there may be a surcharge fee assessed against your business. So, please do complete this information and get it off to us on the first business day of the month.

As always, if you have any questions about the attached Monthly Information Sheet, please contact me at 717-843-9572.

We appreciate the opportunity to continue to be of service to you and your company.

Yours truly,

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