

Mr Smith

Smith Limited

4th September 2016

Our ref: Smith Ltd/PD

Dear Mr Smith

Re: Bookkeeping for the Period from 01st June 2016 To 31st August 2016

We thank you for availing our bookkeeping services and write to you to let you know that your bookkeeping is now due for the period from 01.06.16 to 31.08.16.

We would like to receive from you the below enlisted documents for the period from 01.06.16 to 31.08.16. We request you to provide us with the following documents:

- Purchase/Expense Invoices & Suppliers' Statements, if any.
- Sales Invoices/Statements/Takings details
- Any other statements like Commission statements; Phone cards income; Electricity/Gas/Travelcards income Lottery and other cards income.
- Bank statements, all cheque stub, DD/SO details & Pay-in details
- Cash transaction details along with supporting invoices
- Credit card statements (used for business) along with invoices
- Payroll details, if payroll is done at your end
- Accounting system – Accrual or cash
- Deadlines for VAT filing....Quarter-end etc.
- Software data backup if any, else opening balances.
- Any Bank loan or Hire purchase or any other exceptional transactions during the year, statement or relevant information

It is worthwhile to mention here that in case of first year of carrying out of bookkeeping work, we need to have full details of previous year closing trial balance (including details of Trade debtors & Trade creditors), if the bookkeeping work is to be carried out in a software which is other than the software used by the bookkeeper previously.

It is also necessary to inform you that in case of bank reconciliation, we require the exact details of all cheque stubs issued during the period/year along with all DD/SO details and all pay-in-slips details for the period/year.



Specific Instructions:

If you have any specific instructions as to the following:

- To maintain stock regularly or at year-end
- To depreciate fixed assets monthly or at year-end
- Any other specific instructions

We will appreciate if you would let us know your feedback or any suggestions in order we can deliver to your expectations in due course of time.

If you have any queries, kindly contact us at bookkeeping@friendly-accountants.com.

Many thanks for your kind support and trust.

Yours Sincerely

Friendly Accountants



Dear Mr Smith

Sub: Smith Limited – Missing information

Hope you are well.

We thank you for providing us with the information to commence with Bookkeeping task for the QE 31/08/16.

Please find attached herewith a spreadsheet containing the details of documents received from you and details of information still missing, which are essential to complete the Bookkeeping task.

Kindly provide us with the missing information so as to ensure early completion of the job.

We thank you for all your support and trust.

Many thanks.

Yours Sincerely

Friendly Accountants



Dear Mr Smith

Sub: Smith Limited – Queries for QE 31/08/16

Hope you are well.

We thank you for providing us with the relevant information to process Bookkeeping for the QE 31/08/16. We have processed the information received from your side.

Attached with this email, please find the List of Queries and Missing Information for your business.

Kindly go through the same and advise us so that we can proceed further and complete the Bookkeeping task in order to provide you with the final version of Bookkeeping Reports like Aged Debtors Report & Aged Creditors Report for your kind consideration.

Awaiting your prompt reply.

We thank you for all your support and trust.

Yours Sincerely

Friendly Accountants



Dear Mr Smith

Sub: Smith Limited – Bookkeeping for QE 31/08/16

Hope you are well.

We have completed processing of your assignment for the QE August-16 based on the information provided to us & your replies to the list of queries.

Please find attached herewith –

- Aged Debtors listing
- Aged Creditors listing
- Final set of Notes & Unsolved Queries for the QE August-16

Kindly note that it is essential to provide us with the required information like all purchase/expense/sales invoices, all bank statements, all banking & cheque stub details, cash details, supplier statements etc. for ensuring excellent bookkeeping work.

It is necessary for us to emphasize you to review Aged Debtors listing provided so as to ensure that you have collected all your monies you owe from your customers.

It is equally important to review Aged Creditors listing provided to you so as to ensure that you have not overpaid your suppliers and get to the correct amount you owe to your suppliers.

Kindly go through the reports and queries at your earliest convenience and let us have your feedback on the same so as to finalize the assignment.

We thank you for all your support and trust.

Yours Sincerely

Friendly Accountants