



7031 Orchard Lake Road, Suite 200
West Bloomfield, MI 48322

Tel (248) 254-3500

Fax (248) 254-3501

Dear Client:

Please provide us the following information as of end of year 12/31/XX to prepare a
Compiled Financial Statement and/or Tax Return:

- | | |
|---|----------|
| 1) Cash on Hand (including checks undeposited) | \$ _____ |
| 2) Accounts Receivable Balances, if any: | |
| Trade - Customers - provide report | \$ _____ |
| Other: _____ | \$ _____ |
| 3) Inventory at Cost - provide report | \$ _____ |
| 4) Security Deposit | \$ _____ |
| 5) If buying a new business or fixed asset please provide the proper documentation. | |
| 6) Accounts Payable Balances, if any: | |
| Trade - Vendors | \$ _____ |
| Credit Card Balances: | \$ _____ |
| Other: _____ | \$ _____ |
| Unpaid Expenses - please itemize | |
| a) _____ | \$ _____ |
| b) _____ | \$ _____ |
| 7) Bank Line of Credit Balances - provide statement | \$ _____ |
| 8) Bank Loan balances - please provide statement | \$ _____ |
| 9) Bad Checks uncollected and fought and lost | \$ _____ |
| 10) Interest paid on loans | \$ _____ |
| 11) Lottery Commission - Provide Statement | \$ _____ |
| 12) ATM Commissions | \$ _____ |
| 13) Provide all 1099K's from Merchant processing companies. | |
| 14) Provide any 1099's received for the business. | |

Thank you,
Peter Toma, CPA