

CLIENT :

REMEMBER RUBBISH IN = RUBBISH OUT
THESE FIGURES MUST BE ACCURATE

Would you please complete the following details for your year end which is

CREDITORS : AMOUNTS OWED TO SUPPLIERS ETC

<u>Name</u>	<u>Amount</u>	<u>Name</u>	<u>Amount</u>
1. _____		11. _____	
2. _____		12. _____	
3. _____		13. _____	
4. _____		14. _____	
5. _____		15. _____	
6. _____		16. _____	
7. _____		17. _____	
8. _____		18. _____	
9. _____		19. _____	
10. _____		20. _____	

DEBTORS : AMOUNTS OWED TO YOU BY CUSTOMERS

<u>Name</u>	<u>Amount</u>	<u>Name</u>	<u>Amount</u>
1. _____		11. _____	
2. _____		12. _____	
3. _____		13. _____	
4. _____		14. _____	
5. _____		15. _____	
6. _____		16. _____	
7. _____		17. _____	
8. _____		18. _____	
9. _____		19. _____	
10. _____		20. _____	

STOCKS : The valuation of your stock at _____ priced at cost
excluding VAT. Bring stock sheets if available.

CASH IN HAND : The total amount of money held at year end including float etc _____