

<div> <div>New 3 monthly filing of accounts from 2024</div> <div>Year 2022-2023</div> </div>					
<div> <div>Client Name</div> <div>UTR Number</div> </div>					
Reference					
	1 April - 30 June 2022	1 July - 30 September22	1 October - 31 December22	1 January - 31 March 2023	
	Invoices Raised	Invoices Raised	Invoices Raised	Invoices Raised	
Week	Total	Total	Total	Total	Total
1					-
2					-
3					-
4					-
5					-
6					-
7					-
8					-
9					-
10					-
11					-
12					-
13					-
Totals	_____ -	_____ -	_____ -	_____ -	_____ -
Quarters	<u>April - June 2022</u> <u>1</u>	<u>July - Sept 2022</u> <u>2</u>	<u>Oct - Dec 2022</u> <u>3</u>	<u>Jan - Mar 2023</u> <u>4</u>	

Keep all paper copies in case your are audited by HMRC

KEEP A SPREADSHEET PER QUARTER OF ALL INVOICES ISSUED.

ALL MUST GO ON ABOVE WHETHER PAID OR UNPAID