

Information Checklist

	Item
	Financial Statements - 2010 - 2013 FY – Profit & Loss, Balance Sheet, Depreciation Schedule
	Interim Financials - YTD - Profit & Loss, Balance Sheet (MYOB, Quick Books or Xero)
	Tax Returns – 2010 – 2013
	BAS Statements 2010 - 2013
	PAYG Summaries – 2010 – YTD
	Back up copy of your internal accounting system (MYOB, Quick Books or Xero)
	Customer analysis – breakdown of each customer's spend per year if less than 50 customers
	Copies of any hire, suppliers, customer, sub-contract, license, franchise agreements or documents
	Bank statements 2013 & YTD
	Product analysis – Sales per product for 2013 FY
	Electronic copy of business logo
	Asset Register – List of all equipment owned, hire or lease. Mark any hire or leased items. Please provide year make and model of major items.
	Staff List – Full name, position, pay rate, commencement date and contract or agreement
	Copy of lease and or any amendments or assignment documents.
	Copies of any registrations of any vehicles or machinery

NB ~ All items provided in copied or original form will be scanned and saved electronically on our secure server with your hard copy documents to be returned with 72 hours of being provided. We believe in saving the trees and we don't believe in making lots of waste so trust us with your originals for only a couple of days.