

ASSURANCE & NPO INTAKE FORM

In an effort to streamline the intake/quote request process, we would ask that you please fill in the following information to the best of your abilities. Our quotes vary significantly depending on the nature of your organization, complexity of your financial records, and other qualitative information about your organization.

Organization name

Fiscal year-end date

Your name

Email address(es)

Best phone number to call

What does your organization do?

What services do you require?

Audit

Review

Compilation

T2 or T3010 [Charities] return filed only

Other services (Tech support? Bookkeeping? GST filing? Other?) – please describe

Please also provide the following documents

- Prior year's set of financial statements from your current/prior accountant
- Prior year's adjusting journal entries from your current/prior accountant
- Financials from your accounting software for the current year:
 - Balance Sheet / Statement of Financial Position
 - Income Statement / Statement of Operations / Profit & Loss
 - Trial Balance

We will review and get in touch with you shortly after the items above are provided.

Thank you.

We offer true peace of mind

talbotcpa.ca



CHARTERED PROFESSIONAL ACCOUNTANTS
COMPTABLES PROFESSIONNELS AGRÉÉS