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THE PEOPLE THAT GIVE YOUR BUSINESS THE SOLUTIONS

Document Check List

For _____
FY _____

Bank Statements

July August September October November December
January February March April May June

July August September October November December
January February March April May June

Cheque Books

July August September October November December
January February March April May June

Deposit Books

July August September October November December
January February March April May June

Sales Documents / Register Rolls

July August September October November December
January February March April May June

Purchase Orders / Invoices from Suppliers

July August September October November December
January February March April May June