

Rawluk & Robert

CHARTERED PROFESSIONAL ACCOUNTANTS

BUSINESS CLIENT INFO SHEET & CONTACT DETAILS

Documents to be signed via Tax Cycle Email Hard Copy
Receipt of Financial Statement Package Tax Cycle Email Hard Copy

Client Information

Legal Name: _____
Operating Name: _____
Business Number: _____ Year-end date: _____
Address _____ City _____
Province _____ Postal Code _____ Business # _____
Cell Number _____ Fax # _____
Email Address: _____

Shareholder Information

Name of Shareholder(s)	Business/Partnerships SIN Number(s)	% Common Shares	% Preferred Shares

Who has signing authority _____

Letter to Lawyer

For all our clients we prepare a letter to the lawyer to assist with keeping the minute book up to date.

Would you like us to send this letter to your lawyer? Yes No

Name of Lawyer _____
Address _____ City _____
Province _____ Postal Code _____

Other

Would you to be added to our newsletter mailing list? Yes No

How did you hear about us? _____

FOR OFFICE USE ONLY - Requested Services

Audit Review Compilation
 Bookkeeping Monthly Quarterly Annually
 Payroll Services Weekly Bi-Weekly Twice Monthly Monthly
 GST/PST Services Monthly Quarterly Annually

Please forward completed document to admin@accountants.mb.ca