

# Bookkeeping Services List



Company Name: \_\_\_\_\_

Please mark off the services in which you are selecting "PKM Bookkeeping and Tax Service" to perform.

**Mail to:** [PKM Bookkeeping & Tax Service](mailto:info@pkmbooktax.com)  
 5604 Andrus Ave  
 Torrance, CA 90503

Or scan to my email:  
[pkmbooktax@gmail.com](mailto:pkmbooktax@gmail.com)  
[www.pkmbooktax.com](http://www.pkmbooktax.com)

## Full-Charge Bookkeeping Services

Accounts Payable	<input type="checkbox"/>	Year End for CPA	<input type="checkbox"/>
Job Costing	<input type="checkbox"/>	Process 1099's	<input type="checkbox"/>
Budgeting	<input type="checkbox"/>	Sales Tax Returns	<input type="checkbox"/>
Accounts Receivable	<input type="checkbox"/>	Monthly Financial Reports	<input type="checkbox"/>
Collections	<input type="checkbox"/>	Quarterly Financial Reports	<input type="checkbox"/>
Filing / Organizing	<input type="checkbox"/>	Annual Financial Reports	<input type="checkbox"/>
Bank Deposit Processing	<input type="checkbox"/>	Reconcile Bank Statements	<input type="checkbox"/>
Record cash receipts	<input type="checkbox"/>	Reconcile Loan Statements	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

## Additional Services

Write-Up Services	<input type="checkbox"/>	Business Financial Plans	<input type="checkbox"/>
Consulting and Training	<input type="checkbox"/>	QuickBooks set-up	<input type="checkbox"/>
Audit Preparation	<input type="checkbox"/>	QuickBooks clean-up	<input type="checkbox"/>
Internal Controls	<input type="checkbox"/>	Personal Bookkeeping	<input type="checkbox"/>
Inventory	<input type="checkbox"/>	Customer Service	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

## Payroll Services

Human Resources	<input type="checkbox"/>	Workers Comp Reports	<input type="checkbox"/>
Prepare Payroll Checks	<input type="checkbox"/>	Payroll Tax Returns	<input type="checkbox"/>
Direct Deposit Service	<input type="checkbox"/>	Year End W2's	<input type="checkbox"/>
Record Payroll from Service Only	<input type="checkbox"/>	Payroll Tax Audit	<input type="checkbox"/>

## Tax Services

Business Tax Return	<input type="checkbox"/>	Tax Planning	<input type="checkbox"/>
Personal Tax Returns	<input type="checkbox"/>	Prior Year Returns	<input type="checkbox"/>
Amended Returns	<input type="checkbox"/>	Tax Audit (CPA or EA only)	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

## Comments

Company Contact - phone/email: \_\_\_\_\_



Client Authorization

Date