



Email: accounts@allyourfigures.com
 Web: www.allyourfigures.com
 A.B.N 36 608 620 249

CLIENT FORM

Business/ Company/ Organisation Details			
Company Name:			
Business Name:			
Directors Name:			
Business Address:			
Postal Address:			
Phone Number:		Mobile:	
Web Address:			
Email Address:			
Business ABN:		Registered for GST: (Cash or Accrual)	
Employees or Contractors:		Payroll Frequency:	
Superannuation Payable:	Y N	Full Hours or 38 Hours (Contract Required)	
Accountant Information			
Company Name:			
Contact:			
Phone:			
Email:			



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All Your Figures is a full service provider for all your administration, bookkeeping and marketing needs. Please advise if you require information for any of the following products or services:

ADMINISTRATION:

- Company Policies
- Company Procedures including Occupational Safety & Health
- Casual Receptionist
- Travel Arrangements for staff/ management
- Electronic / paper filing and archiving
- Laminating / photocopying

BOOKKEEPING:

- Setup MYOB Data File
- Setup Payroll/Contractor Agreements and HR Forms
- Manage Accounts Payable/ Receivables
- Implement Trade Accounts with Credit Suppliers
- Implement Fuel Credit Account for Motor Vehicles
- Implement Credit Applications for future Debtor Customers
- Implement and maintain asset register
- Prepare monthly remittances and statements
- Maintain cashflow
- Assistance with quoting/ tender submissions
- Liaising with Company accountant for financial obligations

MARKETING:

- Logo Design
- Business Cards
- Facebook setup
- Flyers
- Website
- Signage/ Banners
- Timesheet / Site Timesheet Books
- Purchase Order Books
- Prestart Vehicle Books