

Use this one-pager before your first call. Having these ready lets us confirm whether a compilation (CSRS 4200) or a review (CSRE 2400) fits, quote a flat fee, and start without delays. Please bring it to your consultation.

**1****Complete trial balances**

Year-end trial balances exported from QuickBooks or Xero.

**2****Bank reconciliations**

Every bank and credit card account reconciled for the period.

**3****Signed management representation letter**

Your written confirmation that the information is accurate and complete.

**4****Chosen basis of accounting**

Decide cash or accrual before we begin, so statements do not need rework.

**5****Invoices, receipts, and loan agreements**

Source documents for the reporting period, including any loans.

**6****Lender or investor requirement**

Confirm whether anyone has asked for limited assurance (a review).

PRO TIP

Ask your lender which level they accept before ordering anything. A quick email can save you about a third on the fee.

What happens next

1**Free consultation**

We confirm the right level and a flat fee.

2**Engagement letter**

Scope set under CSRS 4200 or CSRE 2400.

3**Statements delivered**

About two weeks for a compilation.