

# **Tax Planning**

Who is doing your bookkeeping?

You  Bookkeeper

How often are you doing your bookkeeping?

Daily  Weekly

How often are you reviewing your numbers?

Weekly  Monthly

How often are you reviewing your expenses?

Monthly  Quarterly

How often are you reviewing your opportunities?

Monthly  Quarterly

How often are you discussing your business with your accountant?

Quarterly  Annually

Who is your Accountant?

Company

Contact

Phone

Email

Address