



TURNER ACCOUNTING LIMITED - 2008 CHECKLIST

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DEAR CLIENT

Attached are the year-end tax questionnaires for Personal, Business and Property investment Clients.

To cope with workflow, this year we have again adopted a similar job queuing process to last year. Unless there are exceptional circumstances, each job will be processed on a 'first in first out, basis. We believe this is fairest for all clients. In order for us to prepare accurate accounts and income tax returns, we need accurate information from you. Please carefully complete these checklists and return them to us with your records.

Contact us to make an appointment when you are ready to bring to us all the required information for completing your 2008 financial statements and tax returns.

If there is anything else you wish to bring to our attention or any additional information you have, please attach supplementary sheets as required.

If you have any questions please call us on 04-385 2250.

As part of our professional requirements, please read and sign the following letter of authorisation for terms of engagement.

Yours sincerely

Paul Turner
Chartered Accountant