

MONTHLY CHECKLIST
Fax Cover Sheet

TO:	Hess Business Advisors, LLC
Fax Number:	303-991-3316
Telephone:	303-991-3311

FROM:	_____
Month:	_____
Date:	_____
# of Pages:	_____

Information Enclosed

- _____ **1. Bank Reconciliation Reports:**
 - _____ a. **Checking**
 - _____ b. **Checking**
 - _____ c. **Savings**
 - _____ d. **Savings**
- _____ **2. Bank Statements**
 - _____ a. **Checking**
 - _____ b. **Checking**
 - _____ c. **Savings**
 - _____ d. **Savings**
- _____ **3. Credit Card Statements**
 - _____ a. **Credit card one**
 - _____ b. **Credit card two**
 - _____ c. **Credit card three**
- _____ **4. New assets? (Please ensure we have detail).**
- _____ **5. New loan document copies.**
- _____ **6. Monthly Practice Information Submittal Form**
- _____ **7. Date of accounting data export (clientdownloads@hotmail.com)**
- _____ **8. Other:**
 - _____ a. _____
 - _____ b. _____
 - _____ c. _____
 - _____ d. _____
 - _____ e. _____