

## **Document required for Book Keeping and Accounting Services**

- Cash Memo
- Invoice
- Receipts
- Pay in Slip
- Cheques
- Debit note & Credit note
- Vouchers
- Remittance Advice
- Account statement
- Quotations & orders
- Goods and Material received Notes
- Goods dispatch note
- Sales and Purchase order
- Employees time sheet
- Packing and Deposit Slip
- Any other documents as may be required based on the nature of the business.