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### AUDIT INFORMATION FORM

We would greatly appreciate the opportunity to submit a proposal for your audit.  
The information you send to us is confidential and will not be disclosed.  
Please complete this form and return it by fax or email.

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

1.)

TOTAL ASSETS _____	TOTAL EXPENSES _____
TOTAL LIABILITIES _____	TOTAL REVENUE _____
NET ASSETS _____	NET INCOME _____

2.) INDUSTRY CONCENTRATIONS: \_\_\_\_\_

3.) CONVENIENT TIME FOR AUDIT: \_\_\_\_\_ 4.) AUDIT DUE DATE \_\_\_\_\_

5.) TYPE OF AUDIT  Governmental Accounting  Single  Pension  Financial  Contractor  Other

6.) ACCOUNTING SYSTEM USED (ie. Quickbooks) \_\_\_\_\_

7.) OTHER COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We request that you provide a copy of the last Audit Report if possible. Thank you for considering Reed & Co of Mayfield, PSC for your accounting needs.