

4/1/2019

request - quilestejayne@gmail.com - Gmail



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From: **HMP Consulting** <hmpconsultingph@gmail.com>

Date: Sat, Feb 2, 2019 at 9:47 AM

Subject: request

To: <quilestejayne@gmail.com>

Good day Ms. Jayne,

We would like to request all data of 2018 for Financial Statement and Anr

- sales (salesbook, all ORs issued of 2018)
- expenses (disbursement book, ORs of expenses)
- purchases (purchase journal, ORs of purchases)
- withholding tax certificate (2307/2306) & other related bir forms
- filed returns of 2018 (Forms 0605, 2550M, 2550Q, 1701Q, 1701-Annual)
- cedula or TIN card of taxpayer/ COR
- general ledger and general journal
- other related invoices or receipts
- other data that need to be declared in the FS

We would appreciate if you could provide these data on or before Februa

Contact us for queries.

Thank you.

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