

Your Company Name, Inc.

Monthly Flow Sheet

Bookkeeper: Diane Boston

Client ID	Name	Date Mtrl Revcd	Bank Stmt	Pay Tax Dep Done	Sls Tax Rtn Done	Qtr P/R	Yrly W2s	Yrly 1099	FS Done	August 2004
150	B.Z. Inc. R Telephone: (847) 247-0233 Contact:	<i>Sls Tax Rtn - Y</i>		X	X	X	X	X		
2104	PreSchool Time, Inc. Telephone: (847) 949-2706 Contact: Judy	09/09/0		X	X	X	X	X		
3127	Manny's Electric Company Telephone: (847) 438-1177 Contact: Tom or Jan	09/14/0		X	X	X	X	X		
3130	BI Company Telephone: (847) 415-2800 Contact: Perry or Lan	09/16/0		X	X	X	X	X		
3131	Health Foods Market, Inc. Telephone: (847) 419-9610 Contact: Kelly	<i>Sls Tax Rtn - M</i> 09/13/0		X	09/14	X	X	X	09/20	
3136	Missy Labs, LTD. Telephone: (847) 487-1577 Contact: Sue or Joyce	<i>Sls Tax Rtn - M</i> 09/13/0		X	09/14	X	X	X		
3139	Counting & Calculating, Inc. Telephone: (847) 910-3333 Contact: Elizabeth(Lisa)	<i>Sls Tax Rtn - M</i> 09/15/0		X	09/16	X	X	X	09/23	
3151	Crete Tech, Inc. Telephone: (847) 548-2444 Contact: Sandra or David	<i>M</i> 09/13/0		X	X	X	X	X	09/24	
3173	Warming Systems, Inc. Telephone: (815) 678-2635 Contact: Mark Bowerman	<i>Sls Tax Rtn - M</i> 09/08/0		09/11	09/11	X	X	X	09/11	
3180	JVB Corporation Telephone: (847) 949-5802 Contact: John Brennan	<i>Sls Tax Rtn - M</i> 09/08/0		09/10	09/11	X	X	X	09/11	
337	Debbie's Stamps, Inc Telephone: (847) 949-4454 Contact: Jennifer	<i>Sls Tax Rtn - M</i> 09/13/0		09/14	09/14	X	X	X	09/24	
346	Top Notch Cleaners Telephone: (847) 566-1515 Contact: Donna	<i>Sls Tax Rtn - Y</i> 09/03/0		09/07	X	X	X	X	09/10	
371	Sweetheart Designs Telephone: (630) 350-1765 Contact: Jim	<i>Sls Tax Rtn - Y</i> 09/02/0		09/14	09/25	X	X	X	09/25	
379	MMN Enterprises, Inc. Telephone: (847) 623-1310 Contact: Brenda	09/20/0		X	X	X	X	X		
410	Discovery for Kids, Inc Telephone: (847) 546-1226 Contact: Berit/Dale			X	X	X	X	X		
6128	Information Technologies, LLC Telephone: (847) 855-5550 Contact: Joe	<i>Sls Tax Rtn - M</i> 09/02/0		09/09	09/09	X	X	X	09/10	
6176	Direct Furniture LLC Telephone: (847) 566-6377 Contact: Brian Weiner	<i>Sls Tax Rtn - M</i>		X	09/17	X	X	X		

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Bookkeeper: Frank Jones

Client ID	Name	Date Mtrl Revcd	Bank Strmnt	Pay Tax Dep Done	Sls Tax Rtn Done	Qtr P/R	Yrly W2s	Yrly 1099	FS Done	
3170	Three Rings Sales & Marketing Solutions, Inc. Telephone: (847) 949-8373 Contact: Rick			X	X	X	X	X		August 2004

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Monthly Flow Sheet

Bookkeeper: Fred Acer

Client ID	Name		Date Mtrl Revcd	Bank Stmnt	Pay Tax Dep Done	Sls Tax Rtn Done	Qtr P/R	Yrly W2s	Yrly 1099	FS Done	August 2004
3135	SeaFood, Inc. Telephone: (847) 566-2580 Contact: Tom	<i>Sls Tax Rtn - M</i>	09/15/0		X	09/15	X	X	X	09/27	
3183	Body Craft Inc. Telephone: (847) 395-0076 Contact: Bill Creany, Tony Maglio	<i>Sls Tax Rtn - M</i>	09/09/0		09/10	09/14	X	X	X		
355	Campbell & Bros Telephone: (847) 566-9020 Contact: Bruce		09/13/0		X	X	X	X	X		

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Monthly Flow Sheet

Bookkeeper: Hidekazu Sasaki

Client ID	Name	Date Mtrl Revcd	Bank Stmt	Pay Tax Dep Done	Sls Tax Rtn Done	Qtrl P/R	Yrly W2s	Yrly 1099	FS Done	August 2004
1143	Sparkling Cleaning Telephone: (847) 263-1170 Contact: Fernando or Luz			X	X	X	X	X		
222	Randys Photo Services, Inc. Telephone: (847) 367-9991 Contact: Bill	09/13/0		09/14	X	X	X	X	09/24	
298	YourTown, Inc. Telephone: (847) 970-9235 Contact: Marian Rodriguez			X	X	X	X	X		
307	Bonnie Chiro, P.C. Telephone: (847) 680-3138 Contact: Dino	09/08/0		X	X	X	X	X	09/10	
309	Quality Concrete, Inc. Telephone: (847) 223-2965 Contact: Liz/Kit	09/15/0		X	X	X	X	X	09/16	
3101	Jones & Associates, Inc. Telephone: (847) 680-7500 Contact: Mark	09/02/0		09/13	X	X	X	X	09/16	
3120	Parker Tool & Die Telephone: (847) 566-2229 Contact: Diane/Tim	09/24/0		X	X	X	X	X		
3126	Good Guys Electric, Co. Telephone: (847) 344-8418 Contact: Chuck	09/10/0		X	X	X	X	X		
3137	BMW Landscaping, Inc Telephone: (847) 602-3779 Contact: Nick	09/02/0		X	X	X	X	X	09/24	
3162	Ace Insurance Telephone: (847) 548-5800 Contact: Steve	09/01/0		09/09	X	X	X	X	09/13	
3163	G&L Scape, Inc. Telephone: (847) 561-4625 Contact: Jose	09/10/0		X	X	X	X	X	09/16	
3174	Rick's Machine Repair, Inc. <i>Sls Tax Rtn - Y</i> Telephone: (847) 289-1088 Contact: Rick O'Hara	09/07/0		X	09/23	X	X	X	09/23	
3177	Kevin A. Walsh Realty, Inc. Telephone: (847) 566-8188 Contact: Kevin or Janine	08/31/0		09/13	X	X	X	X	09/15	
3178	Fassett Construction Corporation Telephone: (847) 926-9370 Contact: Kevin	09/21/0		X	X	X	X	X		
3184	Lake County Tree Service, Inc. Telephone: (847) 740-6887 Contact: Felipe			X	X	X	X	X		
3187	MF DiPinto, Ltd. Telephone: (815) 728-0277 Contact: Marcelino			X	X	X	X	X		
319	Jakes Construction, Inc Telephone: (847) 566-7725 Contact: Lee/Rosa	09/10/0		X	X	X	X	X	09/16	
321	Berne & Sons, Inc Telephone: (847) 587-3200 Contact: Berne	09/01/0		09/01	X	X	X	X	09/24	
323	AAA Electrical <i>Sls Tax Rtn - M</i> Telephone: (847) 438-7592 Contact: Mike	09/20/0		X		X	X	X	09/27	
325	G's Companies, Inc. Telephone: (847) 604-8776 Contact: Laura	09/20/0		X	X	X	X	X		
327	JDM Stucco, Inc. Telephone: (847) 573-8050 Contact: Joe/Karen	09/13/0		09/14	X	X	X	X	09/14	

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Monthly Flow Sheet

Bookkeeper: Hidekazu Sasaki

Client ID	Name	Date Mtrl Rcvcd	Bank Stmt	Pay Tax Dep Done	Sls Tax Rtn Done	Qtr P/R	Yrly W2s	Yrly 1099	FS Done	August 2004
330	GB Hair, LTD. Telephone: (847) 362-6262 Contact: Sara/Gino	09/17/0		X	X 09/22	X	X	X	09/22	
349	Bayside Computers Telephone: (847) 566-3332 Contact: Jan	09/16/0		X	X	X	X	X	09/24	
356	Happy Time Movers Telephone: (847) 356-6333 Contact: Kevin	09/08/0		X	X	X	X	X	09/21	
372	Oak & More Floors Telephone: (847) 692-4990 Contact: Enza/Joe	09/09/0		X	X 09/15	X	X	X	09/15	
374	Quality Tool Company Telephone: (847) 587-5223 Contact: Tony/Melanie	09/21/0		X	X	X	X	X	09/24	
381 A	JJK Enterprises, Inc. Telephone: (847) 367-4744 Contact: Sharon/Scott	09/23/0		X	09/17	X	X	X		
399	Choppers Inc. Telephone: (847) 566-3332 Contact: Karen/Jan	09/16/0		X	X 09/24	X	X	X	09/24	
416	POP Telephone: (847) 566-6116 Contact: Pat	09/09/0			09/13	X	X	X	09/13	
444	Greenland Landscapes Telephone: (847) 433-6642 Contact: Joe	09/17/0		X	X	X	X	X	09/22	
6148	Computer Exchange, Inc. Telephone: (847) 949-6711 Contact: Bill			X	X	X	X	X		

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Monthly Flow Sheet

Bookkeeper: Mary Lacie

Client ID	Name	Date Mtrl Revcd	Bank Stmt	Pay Tax Dep Done	Sls Tax Rtn Done	Qtrl P/R	Yrly W2s	Yrly 1099	FS Done	August 2004
103	Mitchs Hauling, Inc. Telephone: (847) 223-9967 Contact: Jeannie	09/24/0		X	X	X	X	X		
1156	Jones Associates, Inc <i>Sls Tax Rtn - M</i> R Telephone: (847) 336-4515 Contact: Glenn	09/23/0	09/23/04	X		X	X	X		
214	Jasons Welding, Inc. <i>Sls Tax Rtn - M</i> Telephone: (847) 949-9353 Contact: Ron	09/07/0		X	09/07	X	X	X	09/13	
269	Indian Printing, Inc. <i>Sls Tax Rtn - M</i> Telephone: (847) 566-6116 Contact: Charlie/Pat	09/09/0		X	09/14	X	X	X		
3157	Software Fiends for Hire <i>Sls Tax Rtn - Y</i> Telephone: (847) 949-8373 Contact: Tony			X	X	X	X	X		
3164	Sharp Sales, Inc. <i>Sls Tax Rtn - Q</i> Telephone: (847) 949-0788 Contact: Stacey			X	X	X	X	X		
3167	Home Remodeling <i>Sls Tax Rtn - M</i> Telephone: (847) 223-2668 Contact: Troy	09/09/0		09/10	09/10	X	X	X	09/10	
3168	Above All, Home Inc. Telephone: (847) 949-1172 Contact: Marvin	09/08/0		09/10	X	X	X	X	09/10	
3186	Impressions Count, Inc. <i>Sls Tax Rtn - Q</i> Telephone: (847) 395-2445 Contact: Randy or Sheri			X	X	X	X	X		
326	Mitch's Publishing Corp. <i>Sls Tax Rtn - Y</i> Telephone: (847) 223-5656 Contact: Sylvia/Mitch	09/14/0		X	X	X	X	X		
328	Mitchs Publishing Colorado Corp Telephone: (847) 223-5656 Contact: Sylvia-(IL) Laura-(CO)	09/14/0		X	X	X	X	X		
490	Vending Specialists <i>Sls Tax Rtn - M</i> Telephone: (847) 395-1537 Contact: John	09/07/0		09/09	09/09	X	X	X	09/09	
6116	B&B, LLC. Telephone: (847) 816-1657 Contact: Liz/Steve			X	X	X	X	X		

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Monthly Flow Sheet

Bookkeeper: Sue Beuro

Client ID	Name		Date Mtrl Revcd	Bank Strmnt	Pay Tax Dep Done	Sls Tax Rtn Done	Qtr P/R	Yrly W2s	Yrly 1099	FS Done	
142	CCC Inc.	<i>Sls Tax Rtn - Y</i>	09/10/0		X	X	X	X	X		August 2004
	Telephone: (847) 949-8535	Contact: Cleo									

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Monthly Flow Sheet

Bookkeeper: Susan Besenia INACT

Client ID	Name	Date Mtrl Rcvcd	Bank Stmtnt	Pay Tax Dep Done	Sls Tax Rtn Done	Qtrl P/R	Yrly W2s	Yrly 1099	FS Done	August 2004
257	Ilinios Pipe & Faucets, Co. Telephone: (847) 662-2626 Contact: Penny/Joe	09/23/0		X	X	X	X	X		
334	Pavers Specialities Telephone: (847) 587-1292 Contact: Jennifer	09/15/0		X	X	X	X	X		
351	A1 Plastic Molding Telephone: (847) 548-1573 Contact: Gisela/Roland	09/20/0		X	X	X	X	X		
354	Sea's Auto Body Telephone: (847) 566-4300 Contact: Bob/Barb	09/23/0		X	09/14	X	X	X		
373	Hot & Cold HVAC, Inc Telephone: (970) 641-3635 Contact: Tina/Bill			X	X	X	X	X		
389	Housers Associates, Inc. Telephone: (847) 680-0603 Contact: Bruce			09/14	09/14	X	X	X		
4172	All Ways Catering Telephone: (847) 640-6614 Contact: Tim Friese	09/22/0		X	09/13	X	X	X		

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Monthly Flow Sheet

Bookkeeper: Waiting For Client

Client ID	Name	Date Mtrl Revcd	Bank Stmtnt	Pay Tax Dep Done	Sls Tax Rtn Done	Qtrl P/R	Yrly W2s	Yrly 1099	FS Done	August 2004
388	Dark House Brewery Telephone: (847) 816-7558 Contact: Jeff			X	X	X	X	X		
463	Jerrys Welding Telephone: (847) 949-9556 Contact: Dan			X	X	X	X	X		

Monthly Flow Sheet

Bookkeeper: Yearly Client

Client ID	Name	Date Mtrl Revcd	Bank Strmnt	Pay Tax Dep Done	Sls Tax Rtn Done	Qtrl P/R	Yrly W2s	Yrly 1099	FS Done	August 2004
9166	Fix Me Up Company Telephone: (847) 949-4200 Contact: Jennifer			X	X	X	X	X		