

# Your Company Name, Inc.

## New Client Tasks

## Monday, November 01, 2004

Client ID	Company	Sign On Date	Start Month	First Book	Month 1, 2 and 3 Completed	Passed On
1000	Pat Mussi		May			
<b>Work Begin Date:</b>		<b>Tasks To Complete</b>		<b>Date Completed</b>		
		DraftMaker Setup				
		Draft XLS Setup - Weekly				
		Outlook Setup		10/23/2002		
		WSW Setup		8/7/2002		
		Payroll Setup				
		Fed ID		9/9/2002		
		State ID		9/17/2002		
		Suta ID		9/17/2002		
		S Corp Election		9/15/2002		
1143	Sparkling Cleaning	8/26/200	October	9/30/200		
<b>Work Begin Date:</b> 8/29/2002		<b>Tasks To Complete</b>		<b>Date Completed</b>		
		DraftMaker Setup		9/1/2002		
		Draft XLS Setup - Weekly		9/1/2002		
		Outlook Setup		8/30/2002		
		WSW Setup		8/29/2002		
		Backwork Input				
1156	Jones Associates, Inc	2/4/2003	February	2/28/200		
<b>Work Begin Date:</b> 2/4/2003		<b>Tasks To Complete</b>		<b>Date Completed</b>		
		DraftMaker Setup				
		Draft XLS Setup - Weekly				
		WSW Setup				
		Payroll Setup				
3163	G&L Scape, Inc.	3/31/200	April	4/30/200		
<b>Work Begin Date:</b> 3/31/2003		<b>Tasks To Complete</b>		<b>Date Completed</b>		
		DraftMaker Setup		4/3/2003		
		Draft XLS Setup - Weekly		4/3/2003		
		Outlook Setup		4/3/2003		
		WSW Setup		4/3/2003		
		Payroll Setup		4/9/2003		
		File for Articles of Inc		3/31/2003		
		Recorder of Deeds				
		Order Minutes Book				
		Fed ID		3/31/2003		
		State ID				
		Suta ID		4/9/2003		
		S Corp Election				

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3167	Home Remodeling	8/27/200	January			
<b>Work Begin Date:</b>		<b>Tasks To Complete</b>		<b>Date Completed</b>		
		DraftMaker Setup				
		Draft XLS Setup - Weekly		8/27/2003		
		Outlook Setup		8/27/2003		
		WSW Setup		8/27/2003		
3168	Above All, Home Inc.	9/16/200	October			
<b>Work Begin Date:</b> 9/16/2003		<b>Tasks To Complete</b>		<b>Date Completed</b>		
		DraftMaker Setup				
		Draft XLS Setup - Weekly		9/17/2003		
		Outlook Setup		9/17/2003		
		WSW Setup				
		File for Articles of Inc		9/17/2003		
		Recorder of Deeds				
		Order Minutes Book				
		Fed ID		9/16/2003		
		State ID				
		Suta ID				
		S Corp Election				
3177	Kevin A. Walsh Realty, Inc.	2/10/200	March	3/31/200		
<b>Work Begin Date:</b> 2/10/2004		<b>Tasks To Complete</b>		<b>Date Completed</b>		
		Outlook Setup		2/12/2004		
		WSW Setup		2/12/2004		
		File for Articles of Inc		2/11/2004		
		Fed ID		2/12/2004		
4172	All Ways Catering	12/1/200	December			
<b>Work Begin Date:</b> 12/1/2003		<b>Tasks To Complete</b>		<b>Date Completed</b>		
		DraftMaker Setup		12/8/2003		
		Draft XLS Setup - Weekly		12/8/2003		
		Outlook Setup				
		WSW Setup				
		History Input				
4178	Fassett Construction	2/23/200	January			
<b>Work Begin Date:</b> 2/24/2004		<b>Tasks To Complete</b>		<b>Date Completed</b>		
		Outlook Setup		2/24/2004		
		WSW Setup		2/24/2004		
		New Corporation Information.doc sent		2/23/2004		