

AGAIN IT IS TIME TO
TAKE INVENTORY!!!!!!

Firm Name _____

Inventory

Department	At Retail	At Cost	Amount Owing
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Accounts Receivable

Do not include any amounts previously reported as Bad.

GOOD ACCOUNTS OWING TO US

BAD ACCOUNTS TO BE WRITTEN OFF

Open Charge Accounts \$ _____
 Notes and Mortgages \$ _____
 Collectible Retd Cks \$ _____

Open Charge Accounts \$ _____
 Notes and Mortgages \$ _____
 Uncollectible Retd Cks \$ _____

Unpaid Expenses

Advertising \$ _____
 Auto Expense \$ _____
 Insurance \$ _____
 Office Supplies \$ _____
 Postage \$ _____

Repairs & Maint \$ _____
 Telephone \$ _____
 Utilities \$ _____
 _____ \$ _____
 _____ \$ _____

Notes Payable

Creditors Name	Amount Owing
_____	\$ _____
_____	\$ _____
_____	\$ _____

Creditors Name	Amount Owing
_____	\$ _____
_____	\$ _____
_____	\$ _____

If the merchandise you have withdrawn for personal use was reported to us - or included in taxable merchandise sales then write None. Otherwise, enter the amount withdrawn \$ _____

Thank you,
Midwest Bkpg & Tax Service