



## YEAR END REQUEST

I, \_\_\_\_\_

(Manager full name and surname)

from \_\_\_\_\_ request Panhospitality to

(Company Name)

process a year end on the PANhospitality Suite.

**Begin Year Date:** \_\_\_\_\_

**End Year Date:** \_\_\_\_\_

I would like the Year End to be scheduled for : \_\_\_\_\_  
(date and time when program is not being utilized)

I confirm that the following is in place:

1. The Trial Balance agrees to the Final Financial Statements.
2. The Age Analysis of Debtors and Creditors agrees to the final Trial Balance.
3. The Stock Value reports agree to the final Trial Balance.

I agree to the following:

1. Should the PANhospitality Support team need to do any accounting function relating to the year end, the client will be invoiced at R500.00 per hour, excl vat.
2. Travelling @ applicable AA rate, accommodation and subsistence is for the clients account.

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

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