

REEL BOOKS FINANCIAL

NEW CLIENT QUESTIONNAIRE AND REQUIREMENTS

Date: _____

Please Review Carefully & Provide Required Information

Provide a copy of the following:

- | | |
|---|---|
| <input type="checkbox"/> Articles or Certificate of Incorporation | <input type="checkbox"/> Locked Production Budget |
| <input type="checkbox"/> General Ledger | <input type="checkbox"/> Summary of Financing |
| <input type="checkbox"/> Trial Balance | <input type="checkbox"/> Copies of all Funding Agreements |
| <input type="checkbox"/> Most Recent Cost Report & Detailed Breakdown | <input type="checkbox"/> Full Wrap Disk incl. all invoices, timesheets, and T4s |
| <input type="checkbox"/> Corporate director & shareholder registers | <input type="checkbox"/> Business Identification Number |
| <input type="checkbox"/> Tax Credit Applications | <input type="checkbox"/> All bank statements & cancelled cheques |

Legal Name of Production Company (exactly as on the Registration): _____

Production Name & Type (eg. Feature, Series x # of episodes): _____

Prep, Shoot, Wrap Dates: _____

Is the Production an international or provincial co-production?

Yes

No

Fiscal Year End: _____

Date of last HST remittance: _____

a) Business and Mailing Address: _____

b) Business Contact Information:

Primary Contact Name & Position: _____

Telephone: _____

Email address: _____

Production Accountant: _____

Telephone: _____

Email address: _____

c) Bank Contact Information:

Name of Financial Institution: _____

Primary Contact Name: _____

Telephone: _____

Email address: _____

Production Loan (Interim Financing) outstanding?

Yes

No

HST audits outstanding?

Yes

No

Insurance claims outstanding?

Yes

No

Digitized crew onboarding (eg Circus)?

Yes

No

Type of Accounting Software & Payroll Provider: _____

