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| --- | --- | --- | --- | --- | --- | --- |
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| 💵 Bookkeeping To-Do List | | | |  | | |
|  | | | | | | |
|  | Client Name: |  |  | Client Notes: |  | |
| Client Email: |  |  | |
| Manager Contact: |  |  | |
| Due Date: |  |  | |
|  | | | | | | |
| 🗒️ Task Description | | | | 👤 Assigned To | | ✔️ Status |
| 1 |  | | |  | |  |
| 2 |  | | |  | |  |
| 3 |  | | |  | |  |
| 4 |  | | |  | |  |
| 5 |  | | |  | |  |
| 6 |  | | |  | |  |
| 7 |  | | |  | |  |
| 8 |  | | |  | |  |
| 9 |  | | |  | |  |
| 10 |  | | |  | |  |
| 11 |  | | |  | |  |
| 12 |  | | |  | |  |
| 13 |  | | |  | |  |
| 14 |  | | |  | |  |
| 15 |  | | |  | |  |