



INFORMATION AND ITEMS NEEDED TO PROVIDE AUDIT QUOTE

Essential items for providing an audit quote:

- Most recent year-end financial statements
- Reason for switching auditors
- Description of why an audit is required
- Are any non-standard audit components required such as compliance audits

Ideal additional information for providing a more accurate quote:

- Prior year Management Letter
- Most recent tax return
- Approximate number of journal entries per year
- List of prior year adjusting entries
- Number of employees and approximate payroll costs for the year
- Average number of transactions per month
- Experience levels and hierarchy within the finance team
- Software type and version used