

Contact List

A

Accounting/Taxation	• Tammy	• Sam
Accounts Payable	• Elaine	
Accounts Receivable/Billing/Smartfee	• Elaine	
Appointments	• Elaine	• Craig • Priya
ASIC (Company Matters & Changes)	• Craig	• Elaine
ATO Payment Plans	• Priya	• Elaine

B

BAS/IAS Assistance	• Priya	• Tammy	• Sam
Building Services Authority	• Tammy		

C

Company set ups (new)	• Tammy
Complaints	• Tammy
Correspondence In/Out Queries	• Elaine

F

Finance (HP, leases, chattel mge, home loans etc)	• Craig	
Financial Planning	• Craig	• Margaret

I

Insurance (Life, Income Protection, Trauma & illness, TPD) ...	• Craig	• Margaret
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L

Lodgement Queries – BAS/IAS	• Priya	• Craig	• Elaine
Lodgement Queries – Tax Returns	• Elaine	• Craig	

M

MYOB Queries	• Priya	• Sam	• Tammy
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P

Payroll	• Priya
Principal of firm - Accounting & Financial Planning	• Margaret

Q

Quickbooks Queries	• Tammy	• Priya	• Sam
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R

Requests for copies for Financial Statements & Tax Returns	• Elaine	• Craig	• Sam
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S

Salary Sacrificing	• Tammy		
Self-Managed Superannuation Funds	• Tammy	• Sam	
Superannuation	• Tammy	• Sam	• Craig

T

Taxation Return Progress	• Elaine	• Craig
Tax Refunds	• Craig	• Elaine
Trust Account Refunds	• Elaine	• Craig
Trust establishment (new)	• Tammy	

W

Website/Domain Names	
Work Cover	• Tammy

July 2010