



Helping us to help you



In order for us at KTS to complete your accounts efficiently - which helps us and also keeps the cost down for our Clients, here are some helpful tips regarding some of the problems we strike when preparing your annual accounts:

- Avoid supplying too much information – our questionnaire will list what we need. Too much information means we have to wade through it, in case there is something you intend us to see.
- Respond to our questions as soon as possible, while your work is fresh in our mind – maximum a couple of days.
- Answer all the questions in the questionnaire – if you don't know what to put, mark the question and when you have finished completing the questionnaire, call us or send us an email to get the points clarified. Please don't leave blanks.
- Getting stuck – if you can't give us the answer because something is missing, let us know as we can usually work out a solution.
- If you think a cost is borderline, please ask us. When we find a personal cost has been put down as a business expense, we have to check to see if there are any other mistakes of this nature and this adds to the time taken to complete the job.
- If you want to provide us with additional information, it is best to include this in the questionnaire. Sometimes you may want to include a separate document, so please show on the questionnaire a reference to the separate document and on the document a reference back to the questionnaire.

We really appreciate you taking the time and making the effort to complete the questionnaire:

Heres the link in case you need it - its also on the KTS website. - [QUESTIONNAIRE](#)