

## File closing

Work completed	Yes	No	Comment or detail
Have we written to the client confirming:			
• all required work has been completed?			
• any outstanding issues that are the client's responsibility?			
• any critical dates and consequences?			
• future actions (such as exercise of an option) that is the client's responsibility?			
Have all original documents been filed/lodged with the appropriate body(s)?			
Have we completed:			
• lodgement of documents?			
• notice to authorities?			
• any required registrations?			

Accounting	Yes	No	Comment or detail
Have all disbursements been paid?			
Has the firm rendered a final account?			
Has the client paid all accounts?			
Is the trust account a zero balance?			
Have we provided a trust account statement to the client?			

Storage/file retention/destruction	Yes	No	Comment or detail
Have we checked the physical file for original documents?			
Have we returned all documents required by the client?			
Do we hold a copy of everything on the client file?			
This file should <b>never</b> be destroyed.			
This file may be destroyed after:			Month                      Year

Approval	
Title	Date
Signature	