

LIST OF IMPORTANT ACCOUNTS

Account Name	Account no	Purpose	Due Date
Asset Store	120000830	Purchase of firm computers, equipment, and furniture and fixtures not purchased from Virtual firms.	Upon receipt of invoice
Advertisement Agency	120000865	Advertisement	Prior the Advertisement
Insurance Office	120000814	Social Security	By the 10th of the month
Office Rental Agency	120000822	Firm Office Rent	By the 10th of the month
Office Utilities	120000849	Firm electricity, gas, water, telecommunication & internet connection,	By the 10th of the month
Shipping Company	120000857	Shipping expenses collected from customers	By the 10th of the month
Tax Office	120000024	Payroll Taxes, Sales Taxes	By the 10th of the month
		Corporate taxes	Annual (end of period)
VCI Bank	120000032	Loan, Investment and other payments not classified	
Wholesale Marketplace	120000067	Inventory Purchases	By the 10th of the month
VCI Trade Fair Service	120002876	Trade Fair Registration	2 weeks prior Trade Fair