



Company Name: _____

Contact Person: _____

Email: _____

Phone: _____

Address: _____

Industry: _____

Business Entity Type: _____

Financial Year End: _____

Accounting & Financial Statements

Who does your bookkeeping currently?

Are you using QuickBooks? Desktop Online Other: _____

What is your annual revenue range?

\$0 - \$1M \$1 - \$5M \$5 - \$15M \$15 - \$30M \$30M+

How do you want to track your books:

Cash-Basis Accrual-Basis

Do you track revenue and expenses by class (location, profit center, division)?

Yes No

If yes, how many classes are you tracking: _____

Do you require job costing or project tracking? Yes No

Banking & Credit Cards

How many bank accounts do you have:

1-3 4-6 7-9 10-12 12+

How many credit cards do you have:

1-3 4-6 7-9 10-12 12+



About how many transactions would you estimate are going through your accounts each month:

0 - 100 101 - 250 251-500 501-750 750+

Are you using bank feeds? Yes No

Do you reconcile your accounts weekly or monthly? Weekly Monthly

What was the last month that your bank and credit card accounts were fully reconciled to the bank or credit card statements? _____

When are you looking to start services: _____

Are you confident in the accuracy of the bookkeeping for the year-to-date prior to our start date?

Yes No

Revenue & Accounts Receivable

Are you invoicing and/or collecting payments in your accounting software or another system (e.g. POS, timing and billing, etc.) Yes No

If yes, what is the name of the software: _____

How many active customers do you have:

0-50 51-100 101-150 151-200 200+

What is the average number of sales per month (invoiced customers or direct sales)?

0-50 51-100 101-150 151-200 200+

What is the primary method in which customers pay you? Check bank transfer credit card

What is the average number of customer checks you receive per month?

0-50 51-100 101-150 151-200 200+

What is the average number of credit card payments received per month?

0-50 51-100 101-150 151-200 200+

Who is responsible for processing invoices and sales? _____

Inventory

Do you manage or track inventory? Yes No

If yes, what software is used to track price, cost, and units on hand? _____

How many items/services are for sale? _____

0-50 51-100 101-150 151-200 200+

Accounts Payable

What is the average number of vendor invoices per month?

0-25 26-50 51-75 76-100 100+

How are you paying your vendors? Check Bank Transfer Credit Card

About how many check and bank transfer payments are you making each month?

0-25 26-50 51-75 76-100 100+

Who is responsible for tracking vendor bills and paying them? _____

Payroll

How many employees do you have?

Full-time_____ Part-time_____

In which states do you have employees? _____

How many contractors do you have?

Full-time_____ Part-time _____

Do you use a payroll service? Yes No

If yes, which one are you using? _____

Do your employees and contractors track their time? Yes No

Do you provide benefits to your employees: Health Retirement Other: _____

Who is responsible for processing payroll? _____

Taxes

Do you collect sales tax? Yes No

Do you have business tax requirements, other than sales tax and payroll tax, that we should be aware of (e.g. state corporate business tax) _____

Do you have a need for business or personal tax preparation services? Yes No

Business Planning and Advice

Do you use a budget currently? Yes No

Are you interested in developing budgets and projections for future years? Yes No

Are you looking for a regularly scheduled meeting with an advisor to review your business performance? Yes No

If yes, how often would you prefer to review your financials and key business performance indicators with a business advisor? Monthly Quarterly

Thank you for taking the time to provide this information to help us better understand your needs. We are pleased that you have reached out to us to further assist you in helping your business reach its professional and financial goals. We thank you again for your interest and for trusting us as your accountants and advisors.