



Service Questionnaire

Please answer the questions below in order for us to have a better understanding how we can help you:

Your Name _____

Company Name _____

Company Address _____

E-mail address _____

Phone Number: _____ Fax Number: _____

Business Type: Individual/Sole Proprietorship S Corporation C Corporation LLC/LLP Non-Profit

Other (please explain) _____

How long have you been in business? _____

The following is a list of services we perform. Please check each item that you would like us to perform:

Accounts Payables (no bill paying): Entering expenses based on actual receipts or bank/credit card statements.

How many bills entered a month approximately? _____

Bill Paying Services:

Through online bill paying

We gather the checks to be printed, we print, you sign and mail

Not sure yet

Accounts Payables Reports:

Aging AP Report

Unpaid Bills Report

Accounts Receivables (invoicing, receiving payments against customer accounts, depositing funds, bad debt write off)

How many invoices generated a month approximately? _____

Accounts Receivables Report (Aging AR)

Bank & Credit Card Reconciliations:

How many bank accounts? _____

How many credit cards? _____

How many in total transactions approximately appear across all your banking, credit card, PayPal and merchant statements every month? _____

Loan Statements Reconciliations. How many loan accounts? _____

Adjusting Entries

General Ledger Clean-Up

Worker's Compensation Reports

Payroll:

How many employees do you have? _____
Do you want us to print your payroll checks? Yes No
Are you interested in Direct Deposit? Yes No
What is your present Payroll Date? _____
How often is your Payroll? Weekly Bi-weekly Semi-monthly Monthly
Do you have all your Federal and State ID Numbers? Yes No
Do you want us to produce year-end W-2 and W-3? Yes No
Are all your Payroll Tax Deposits up to date? Yes No

We have an outside Payroll Service. Name of the Payroll Service: _____

Do you need help in entering data from the Payroll service into the Accounting System?
Yes No

Process 1099's for the end of the year.
If yes, do you need us to call to get the Tax ID? Yes No

Manage Fixed Assets (purchasing, monthly asset loan payments and interest, depreciation, disposition)

Financial Reports: create & overview of Balance Sheet, Profit & Loss, Cash Flow Report:
Monthly
Quarterly
Annual

Financial Statements Analysis:
Horizontal Analysis (from past 3 years or Quarter to Quarter)
Vertical Analysis (the percent of one item in proportion to the total)
Financial Ratio Analysis (liquidity, profitability, activity ratios, leverage ratios)

Sales and Use Tax Filing:
Monthly
Quarterly
Yearly (month due _____)



Cost or Managerial Accounting:

- Cost of Goods Manufactured
- Job Costing
- Process Costing
- Activity Based Costing
- Cost-Volume-Profit Analysis
- Break-Even Analysis
- Incremental Analysis
- Pricing Solutions
- Budgeting and Variances

Inventory Management:

- Inventory on Hand (Periodic Inventory System, Perpetual Inventory System, Gross Profit Method, Retail Inventory Method)
- Inventory Costing (FIFO, LIFO, Weighted Average)
- Obsolete Inventory
- Inventory Spoilage, Rework, and Scrap
- Inventory Transactions (acquisition, backflushing, consignment, drop shipping, goods in transit)

What Accounting Software are you currently using?

- QuickBooks Desktop, year _____
- QuickBooks Online
- Other
- No Software yet

How is your data entered into your accounting software?

- We are connected to Online Banking that downloads the activity for us and we enter it from there
- Everything is entered manually
- We have a mixture of manual and online downloaded activity to enter

How will we log in to access your accounting data file?

- Remotely through Remote Desktop
- Remotely through QBox
- Through QuickBooks Online
- Accountant's Copy
- Other

Is your current set of books up to date and reconciled through the last month? Yes No

If No, how many months are you behind? _____

How many approximate hours are you currently spending on your bookkeeping per month? _____

When you become a customer, how will you send the source documents to us?

- E-mail
- DropBox
- Mail package 1-4 times a month
- A combo of the above
- Other



Income Tax Preparation Services:

Federal Income Tax:	Business	Personal
State Income Tax:	Business	Personal
Tax Planning:	Annually	Quarterly
	Business	Personally

What is your monthly budget for the service required?

Less than \$500
 \$501 - \$750
 \$751 - \$1,000
 \$1,000 - \$1,500
 \$1,500 +
 No budget set

Are there any other services required?

License & Permit Guidance
 Audit Preparation
 QuickBooks Set Up

Tell us a bit about your business, what do you do? _____

How did you find us?

Google Search
 Yelp
 Website
 Referral by
 Other

Comments:



Signature Page

Date

Signature

Name & Position of the Person Signing