

Bookkeeping Client Intake Form

Basic Business Information

Legal Business Name: _____ EIN: _____

Doing Business As: _____

Address: _____ City: _____

Sole Proprietorship Limited Liability Company (single member) LLC/Partnership C-Corp S-Corp Non-Profit

State: _____ Zip: _____ Phone: _____ Fax: _____

Primary Business Activity Type: _____

Date of Incorporation: _____ Annual sales volume: _____

Owner or Member Information

Calendar / Fiscal Year _____ How many years have you been in business? _____

Owner or Member Information Owner/Partner Name: _____

% Ownership: _____ Phone: _____ Email Address: _____

Address (if other than business): _____

Owner or Member Information Owner/Partner Name: _____

% Ownership: _____ Phone: _____ Email Address: _____

Address (if other than business): _____

Internal Admin Person: _____ Phone: _____

Do you currently use QuickBooks? Yes No If yes, Online Desktop

If no, what accounting system do you have in place? _____

Briefly describe how you currently update QB for customer billings:

Current Status / Practices

Current Payroll Services:

Payroll Service: CQV-using Intuit ADP Paychex Intuit Other: _____

Frequency of Payroll: _____ Who Processing Payroll: _____

When was your QuickBooks last / Bookkeeping last reconciled? _____

How many active customers do you have? _____

What are the average number of customer invoices per month? _____

What are the average number of customer checks received per month? _____ Credit Cards? _____

Figuring Out Your Needs

Briefly describe your current business goals, and why you are considering outsourcing your back office functions: _____

What financial information would you like to have that your current process or system does not provide? _____

What are your short term financial goals (12 months or less)? _____

Please select the following services that interest you:

- Quick Books Training
- New Company Setup
- Accounting software & systems overview
- Bookkeeping Review
- Accounting software implementation
- Financial data entry
- Bank & credit card reconciliation
- Business Budget Preparation
- Quarterly Finance Report
- Monthly Financial statements
- Sales Tax payments
- Trial Balance Reconciliations
- Accounts Payable
- Accounts Receivable
- Income Statements
- Balance Sheets
- Budget-To-Actual Reporting
- Post and Track Sales Receipts
- Chart of Accounts Review
- Other: _____

We look forward to providing you the service you deserve.