



Client Questionnaire

Please complete this form and return it to us via email so that we can better assess your bookkeeping, Clean-up, and payroll needs. If necessary, attach more information about your specific needs that will help us better understand your business.

Business Structure:

1. Client Company Information:

Company Name: _____ Company EIN: _____

Address: _____ City _____ State _____

Business Entity? Sole/LLC/LLP/Partner/S Corp/ S Corp (circle one)

Owner(s) Name / % of ownership _____

What is your industry? _____ Number of Years in Business _____

Name of CPA Firm _____ Phone _____ - _____ - _____

2. What do you sell? Products/Services (circle one)

3. Number of business Accounts: Credit Card _____ Bank Account _____ Other _____

4. Do you have Business loans? Yes/No _____ If yes, how many? _____

5. Do you have Vehicle Loans? Yes/No _____ If yes, how many? _____

6. Do you sell Online? Yes/No

7. Are you set up as cash basis or Accrual Basis? _____

8. Do you have inventory? Yes/ No

Bookkeeping:

1. What is the company's approximate annual revenue? _____

2. Do you collect Sales Tax? Yes/No

3. Do you report Sales Tax on a Monthly/Quarterly/Yearly basis (circle one)

4. Are your sales & use tax payments current? Yes/No

If no, date of last payment _____

5. How many sales do you complete per month and what is the average income per sale?

6. Do you intend to use QuickBooks to track inventory? Yes/No

If yes, approximately how many inventory items do you stock? _____

7. Do you have (or need) a cash register, point of sale (POS) system or separate customer billing software? Yes/No
If yes, Which one? _____
8. Do you need multi-user access? Yes/No
If yes, how many users do you need to be in simultaneously? _____
Are you on a network? Yes/No
9. Do you need help with billing your customers? Yes/No
If yes, what is the estimated number of invoices to be billed per month? _____
10. Do you use classes, locations or Projects? Yes/No
If yes, Which one? _____
How many do you have? _____
Do you need classification to all expenses and income? Yes/No
11. How do you usually receive customer payments? _____
12. How many bills/expenses do you enter per month and what is the average payables per month?

13. Do you need actual vs. budget Reports? Yes/No
If yes, how many accounts are budgeted? _____
Does the company need departmental budget reports? Yes/No
Does the company need budget reports for each customer or job? Yes/No
14. Do you need job costing reports? Yes/No
15. Are you a General Contractor? Yes/No
Sub-contractor? Yes/No If yes, what's your trade? _____
Do you need progress billings? Yes/No
Conditional/Unconditional Waiver & Releases? Yes/No
Do you have to submit supplier invoices with billings? Yes/No
Do you bill for time & material? Yes/No
16. Do you prepare invoices? Yes/No
17. How do you pay bills? _____
18. How many hours do you spend on Bookkeeping _____ Payroll _____ per month?
19. On a scale of 1 to 10, 1 being no *bookkeeping* experience and 10 being a *bookkeeping* expert, rate the skill level of your QuickBooks users.
Name/Level: _____/_____

Name/Level: _____/_____

20. On a scale of 1 to 10, 1 being no QuickBooks experience and 10 being a QuickBooks expert, rate the skill level of your QuickBooks Users

Name/Level: _____/_____

Name/Level: _____/_____

21. What accounting solution are you currently using? _____
22. Do you have access to accurate, monthly profit and loss reports or year-to-date General Ledger balances from your previous system? Yes/No
23. Are you interested in using us to help you get set up in QuickBooks online? Yes/No
24. Are you behind on paying bills? YES/NO

If yes, how far behind? _____ Why are you behind? _____

25. Are you behind Billing you customers? YES/NO

If yes, how far behind? _____ How much? _____

Payroll:

1. Do you have Payroll? Yes/No
2. How many employees do you have? _____
- Hourly _____ Salary _____ Union _____
3. What is your payroll schedule? Weekly/Bi-Weekly/Monthly
4. How do you prefer to pay your employees? Check _____ Direct Deposit _____ Both _____
5. Do you need employee hours allocated to specific jobs/projects/departments? Yes/No
6. Do you have employees in other states? Yes/No

If yes, Which States? _____

7. Do you offer these benefits: Pension/401K/Medical/Dental/Vision/Other (Circle all that apply)?
8. Do you have to submit Certified Payroll Reports/Labor Release Forms? Yes/No
9. Do you have to submit Union Reporting? Yes/No
10. Are your IRS payroll reports and deposits current? Yes/No

If no, please explain _____

11. What Payroll Service are you using? _____
12. Do you pay 1099 vendors (Contractors)? Yes/No

Approximately how many Contractors? _____

What software or method are you currently using to process your payroll? _____

Bookkeeping Clean-up Questions:

1. How far back do you need your books to be cleaned up? _____

2. When was the last reconciliation you performed? _____
3. What is the dead-line to get your books cleaned up? _____
4. Is last year's Federal Taxes filed? Yes/No

If no, when was the last year filed? _____

Explain? _____

Misc. Questions

1. How did you learn about us? _____
2. What are you looking for in a bookkeeper? _____
3. Why are you looking for a bookkeeper? _____
4. What is your current "pain" or business problem? _____

5. Who is currently doing the following:

| Task | Who? |
|--|------|
| Paying Bills | |
| Creating Billings | |
| Reconciliations | |
| Making Deposits | |
| Payroll | |
| Inventory | |
| Month-end/Year-end Process | |
| General Ledger | |
| Tracking Customer Accounts/Billings/Statements | |

6. What is your Preferred Method of Communication

____ Phone ____ email ____ Face-to-face ____ Text

7. Tell us more about your company and what you are looking for?

Thank you for taking the time to complete this questionnaire.

~ For The Love of Bookkeepers Team