

Fife Bookkeeping Services

Please complete the form below with as much accurate information as possible and I will send you a free, no obligation quote.

Your Name -

Company Name –

Company Address –

Company E-mail Address –

Company Telephone No –

1. Do you use a package at the moment to do your bookkeeping?
If yes, what package do you use?
If no, do you record them manually?
2. Are you VAT registered? Yes/No
If yes, how often do you file your VAT returns? Monthly/Quarterly/Yearly
3. What is your accounting period?

4. **Sales Ledger**

Please tick next to the services you would require for your sales ledger function. If you don't require me to do your sales ledger then please write N/A.

Sales Ledger Services available	Please tick if required
Preparing and posting customer invoices	
Collection of customer payments	
Banking of customer payments regularly	
Allocation of customer payments and posting on to correct accounts	
Regular Aged Debt analysis	
E-mail/posting of customer statements	

Any other tasks relevant to specific company: (please provide as much information as possible)	
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5. On average, how many sales invoices do you produce on a monthly basis?

6. Purchase Ledger

Please tick next to the services you would require for your purchase ledger function. If you don't require me to do your purchase ledger then please write N/A.

Purchase Ledger Services available	Please tick if required
Preparing and posting supplier invoices to the correct expenses code	
Ensuring suppliers are paid on time	
Sending payment remittances	
Reconciliation of supplier statements	
Dealing with any supplier queries	
Any other tasks relevant to specific company: (please provide as much information as possible)	

7. On average, how many purchase ledger invoices do you receive on a monthly basis?

8. Bank Reconciliation

All the tasks detailed would have to be performed if you would require this service. If you don't require me to do your bank reconciliation then please write N/A.

Bank reconciliation	Please tick if required
Reconcile all entries on the client's bank account	
Query any miscellaneous entries with the specific bank	
Post any general entries from the bank statement to the correct expenses code	
Any other tasks relevant to specific company: (please provide as much information as possible)	

9. Do you do any transactions involving foreign currency?

10. Monthly Financial Statements

Please tick next to the services you would require. If you don't require any of the services then please write N/A.

Monthly Financial Statements Services available	Please tick if required
Prepare a monthly profit and loss account	
Prepare a monthly balance sheet account	
Prepare a cash-flow forecast for the following month	
Check expenditure against budget	
Any other tasks relevant to specific company: (please provide as much information as possible)	

11. Annual Accounts

Please tick next to the services you would require. If you don't require any of the services then please write N/A.

Annual Accounts Services available	Please tick if required
Preparation of annual accounts	
Budget preparation for the following year	
Any other tasks relevant to specific company: (please provide as much information as possible)	

12. VAT returns

Please tick next to the services you would require. If you don't require any of the services then please write N/A.

VAT Return Services available	Please tick if required
Preparation of VAT return	
Payment of VAT to HMRC	
Any other tasks relevant to specific company: (please provide as much information as possible)	

13. If you are eligible for paying VAT, how often do you complete your VAT return?

Thank you for taking the time to complete the questionnaire. I will prepare your quote and send it to you shortly.

Kind Regards

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