

Client Discovery Call Form

- 1- Tell me about yourself and your business. Started when? What do you do? What about your business do you love?
- 2- What is your current accounting system? Software? Who does current accounting now? In-house employee, outside firm, self?
- 3- What makes you reach out for accounting services now?
- 4- Are your previous year taxes filed? Do you have all previous years BS and P&L?
- 5- What was your gross revenue/sales amount last year? Do you anticipate a large increase or decrease to that number?
- 6- **Service Details.** *Let's find out about the services you'd like us to perform. Please circle all of the items below that you would like us to handle for you, and provide any additional details in the question sections. If you are unsure if you would like certain tasks performed, place an asterisk beside it* so we will know this is subject to change.*

A/R: Interface with customers directly? Take CC payments? Make Deposits? Internal collections? Invoicing?

A/P: Payables entry? Payables pd? Employee reimbursements? Use subcontractors? Have any auto-pay bills? Receive bills through Dropbox. A/P process approval- who will approve A/P?

Inventory: Do you have an established System for inventory adjustments? Perpetual or Periodic? Established inventory method is (FIFO, LIFO) Do you have an existing POS? Inventory cost values from POS? Reports for inventory? Annual inventory counts performed manually and adjustments made?

Payroll/HR: How many employees? Current payroll provider? Benefits offered (401k, IRA, health/dental)? If health benefits, group plan? OR Reimburse employees? Do you have a 125 accountable plan in place if reimbursing employees? Administer benefit plan? Have/need any company employee policies? Track PTO/sick/vacation time?

Taxes: Sales Tax, Fed & State Payroll Tax? Circle all that apply. Other licensing or reporting requested? (Ex. state annual filing, W-2/W-3, 1099/1096, payroll quarterly filings 941, annual 940)

Banking: How many bank accounts do you have? Online banking availability? What bank(s) do you use?

Liabilities: How many different Credit Cards? Loans?

Other Entities: Any related entities that will also need bookkeeping separately or part of this engagement?

Cash flow concerns? (Would you need deposits more than 1x weekly, times that A/P will need to wait/ bills paid late, invoicing done more than 1x/month?)
- 7- Please send the following: Inventory Report from POS (if applicable), last month's bank statements, Last year's return