

ACCOUNTING. BOOKKEEPING. TAX SERVICES.

Business Type:

Frequency (circle): YE QTR	MO WKLY			-				
Initial Consultation:				Referred by:				
First Visit:				Thank you	ı sent:			
NL Y N	Completed	HC Y N	Completed	вс	Υ	Ν	Completed	
Business Name								
Address								
City			State		Zip			
Contact Person, Position:				Date of Birt	h:			
Spouse: Interests/Hobbies:								
Business Phone: Cell:								
Business Fax:	usiness Fax: E-mail:							
Preferred Method of Contact: Best Time to Reach:								
What is the nature of the business?								
ederal ld #: # of years in business:								
Number of Employees:	mber of Employees: Annual Revenues:							
Sole Proprietorship	Corporation		S-Corp		LLC			
Partnership I	Non Profit		LLP		Individual			
Name(s) of owner(s), partner(s) Name: Address: Phone:	City	Fax:	Title: State	Zip Email:	%ownership?	:		
Name:			Title:		%ownership?	:		
	City		State	Zip				
Phone:		Fax:		Email:				
Name of CPA/Tax Accountant: Name: Address: Phone:	City	Fax:	State	Zip Email:				
						_		
Payment Information EFT Authorization Date:			Online Bill Paym	nent:				
Routing Number			Client Set Up Date:					
			Verification Date:					
				First Payment Date				
Amount			Amount					
			Payment Freque	·				
Accounting Budget per month:			Estimate of Se	rvices:				

Specific Category _

INTAKE ASSESSMENT:	Disagree=1	Agree=10
My financial statements are current		
I understand my financial statements		
I review my financial statements monthly		
I use Key Performance Indicators to measure my business effectiveness in various ar	eas	
My cashflow is good and easily meets business demands		
My accounting procedures are well documented in the Operations Manual		
I meet with my accountant quarterly		
I have good banking relationships and receive the greatest value at the lowest cost		
I review liquidity, leverage, efficiency and profitability ratios regularly I use the best accounting software for my industry		
How is your bookkeeping being done at present? i.e, outsourced, staff, self		
How many hours are spent on bookkeeping per week?		
How would you rate your bookkeeping at present with regard to:		
Communication		
Timeliness		
Cost		
Is your financial information useful in making management decisions?		
Do you prepare and review a budget? How often?		
What financial goals have been established?		
Is financial information available to monitor progress towards those goals?		
What changes would you like to see in your current bookkeeping process?		