Bookkeeping Questionaire

(Upon completion return to ; info@GeorgeDuckCPAs.com or fax to 866.757.5783
or mail to George Duck Associates CPAs, 405 14th St., Paso Robles, CA 93446)

Background :

Your Contact information :

Name & Title _____

Address _____

_____

Phone # _____

e-Mail _____

Legal name of your company _____

Organized in what state ? _____

How is your entity organized?

Sole Proprietor	☐	**Partnership**	☐
LLC	☐	**C Corporation**	☐
S Corporation	☐	**Non-Profit**	☐

When does your fiscal year end ? _____

How were you referred to us ? _____

What are the most important services
   which you are presently
   not receiving ?

_____

_____

_____

_____

Services Requested :

Maintain Quick Books at our office or yours ? _____

Frequency of service ? Weekly ? Monthly ? _____

Check writing :

    How many checks per month ? _____

    How many 1099s do you issue ? _____

    Pay vendors by Credit Cards ? _____

Payroll :

    How many employees ? _____

    Frequency of payroll ? _____

    What states ? _____

    Direct Deposit ? _____

Banking :

    How many bank accounts ? _____

    How many deposits per month ? _____

    Credit card receipts ? _____

Invoices :

    How many invoices per month ? _____

    Collection follow up ? _____

    Do you charge sales taxes ? _____

    Accept Credit Card payments ? _____

    Accept PayPal Payments ? _____

Financial Reporting :

How often would you like financials ? _____

Any special reports ?

      Income Stmts by Month _____

      Balance Sheet _____

      Cash flow _____

      Account Receivable _____

      Inventory _____

      Accounts payable _____

      Other _____

Additional Services :

	Yes	No
Property Tax Preparation ?	☐	☐
Income Tax Preparation ?	☐	☐
Formation of New Entity ?	☐	☐
Debt Management ?	☐	☐
Quick Books Training ?	☐	☐
Virtual Accounting Dept ?	☐	☐
Budget Preparation ?	☐	☐
Cash Flow Analysis ?	☐	☐
Internal Controls ?	☐	☐
Cost Systems ?	☐	☐
Board and Lender reporting ?	☐	☐
Financial Analysis ?	☐	☐
Chart of accounts ?	☐	☐
Personal Financials ?	☐	☐