**Potential Client Application - Questions**

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These are the questions you’ll need to ask your potential client when you first have a chat with them to see if they are the right fit and to find out if you can help them.​

You may not need to ask all of the questions, so use this as a guideline to find out more about your client and the job required.

1. How long have you been in business?
2. What accounting system are you currently using?
3. Who is currently doing your bookkeeping?
4. Do you have employees ​? If so, how many? If so, what program are you​ currently using for payroll?
5. What is the legal entity of the business (Corporation, LLC, etc.)
6. Are your books currently up to date? Are you up to date on your tax filings?
7. Are you happy with the profit you are making?
8. What services would you like done?

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