

CLIENT DATA SHEET

Business Name _____ Phone No. _____

Address: _____ Fax No. _____

Owner/President _____ Email: _____

No of Employees _____ Web Site: _____

Year of formation: _____

EIN # _____

Business Structure (Sole Proprietor/S-Corp/C-Corp/Non-profit/Partnership) _____

INDUSTRY

A. Describe the industry(s) in which the company operates:

COMPANY OPERATING CHARACTERISTICS

A. Indicate the company's primary sources of revenue (e.g., major product lines) and approximate percentage of total revenue generated by each:

B. Describe any concentrations (such as major customers, suppliers, etc.):

C. List the major expenses of the company other than cost of goods sold:

D. Describe the company's compensation methods, e.g., salary, hourly wage, commissions, piece work, union scale, etc., frequency and timing, etc.:

E. Briefly describe whether the company has a pension or profit-sharing plan or provides other post-employment benefits:

F. Describe transactions with related parties: (i.e. owner kids are employees, owner rents personal building as office space)

G. Describe the company's vacation and sick pay policies:

COMPANY ACCOUNTING SYSTEM

A Briefly describe the accounting system and accounting responsibilities:

Name of accounting software package:

B Give the stated qualifications of the company's accounting personnel:

C. Describe any unusual features of the accounting system:

D. Briefly describe the company's completeness procedures and methods to ensure that accounting transactions enter into the accounting system, e.g., that all shipments or services are invoiced, that all sales are recorded, and that all disbursements are recorded:

Prepared (or updated) and reviewed by:
