

## Sum Operations LLC

*Adding Excellence to your Business*

### NEW CLIENT FORM:

**FULL NAME:**

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**NAME OF BUSINESS:**

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**LOCATION OF BUSINESS:**

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**CURRENT BOOKKEEPING SOFTWARE:**

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**CIRCLE THE FOLLOWING NEEDS:**

DAILY BOOKKEEPING (INCLUDES ACCOUNTS PAYABLE / ACCOUNTS RECEIVABLE

PAYROLL PROCESSING

HR MANAGEMENT

HANDBOOK CREATION / UPDATING