



MAI SOLUTIONS
Business Services

New Client Information

Legal Name of Business: _____

DBA Name: _____

Business Address (Include Suite, City, State, Zip): _____

Business Mailing Address, if different from above: _____

Phone #: _____ Fax #: _____ EIN#: _____

Business Owner Name: _____

Personal Contact # _____ SS# _____

*SS#'s are provided for use in setting up sales tax, payroll tax, and other liabilities that will ask for the owners SS#. Mai Solutions, LLC does not share any information with third parties.

Fiscal Year End: _____ Sales Tax Rate (s): _____

List All Tax Reporting Agencies: _____

Business Logo: Emailed-Yes or No: _____ (If you are a new client getting set up in QuickBooks or Xero you will need to email your business Logo for Initial set up.)

Payment Terms for Customers: _____

Starting Numbers: Invoice: _____ PO: _____ Credit Note: _____ Estimates: _____

Other Starting Numbers: _____

Invite Mai Solutions, LLC as accountant (For new QuickBooks or Xero Clients) Yes or No: _____

Chart of Accounts: Start New or Import: _____ (Must Provide CSV or Excel version of COA)

Start date of new QuickBooks or Xero (Clients New to these Products only): _____

Conversion Type Preference: Conversion Tool _____ Opening Balances _____

*Please note that some conversion tools do not convert all information when switching from another provider to QuickBooks or Xero. Mai Solutions, LLC will need information from time to time during the set up. Speak with your representative for more details.

Account balances must be provided for all accounts if switching from another software. Mai Solutions, LLC will have one of their Sales Agents or Bookkeeping Reps help your through this process during set up.



MAI SOLUTIONS

Business Services

Payroll Services

Of Employees _____ Frequency of Payroll _____ (weekly, biweekly, etc)

Did you have previous payroll service through another provider? If Yes, Who: _____

All prior sales tax forms filed, payments made, and payroll processed must be reviewed if starting in the middle of a payroll tax period. Send all documentation to maisolutionsnow@gmail.com.

Payment of Independent Contractors? Yes or No _____ (If yes, W-9 must be provided for all independent contractors)

Payroll Tax Services and Reporting? (RT-6, 941, 940?) Yes or No: _____

1099 Forms? Yes or No: _____ W-2/W-4 Filing? Yes or No: _____

Please note that Mai Solutions, LLC does not provide Worker's Compensation Insurance.

Additional Information needed will be asked below:

Connect to your Bank/Credit Card Accounts:

Bank Name _____

Routing Number _____

Checking Account Number _____

Other Acct Type _____ Number _____

Bank Name _____

Routing Number _____

Checking Account Number _____

Other Acct Type _____ Number _____

Bank Name _____

Routing Number _____

Checking Account Number _____

Other Acct Type _____ Number _____

Bank Name _____

Routing Number _____

Checking Account Number _____

Other Acct Type _____ Number _____

*For more accounts add attachment.



MAI SOLUTIONS

Business Services

Questionnaire

Company Name: _____

Years in Business: _____

Industry & Principal Product/Service: _____

Principal (Director, CEO, CFO) decision making contact: _____

Internal Accountant/Bookkeeper/Comptroller contact: _____

Current Status

Platform: QuickBooks Online _____ Quickbooks Desktop _____ Year: _____

Xero: _____

Last completed financial statements date: _____

Books Closed? Y / N Date: _____

Assets and Liabilities matches last filed tax return (Schedule L): Y/ N

Tax Year: _____

Capital Accounts and Retained Earnings match Schedule K, M-1, M-2: Y/ N

Who is responsible for reporting financial statements (internal CFO, Comptroller, etc.): _____

Have you worked with other accountants, external bookkeepers, accounting/financial advisors in the past? Y/ N Who?: _____

If so, what kind of work have they done?

What did you like from those previous professional services?

What did you dislike?

Do you manage or track inventory?

Do you have employees and/or subcontractors? And how many or each?

Other Notes:



MAI SOLUTIONS

Business Services

How often do you need to review financial reports (and feel a high level of confidence that the numbers are as accurate as possible; including: bank and credit card accounts reconciled, customer and vendor balances accurate, and/or inventory valuation is accurate)?

Daily Semi-weekly Weekly Biweekly Monthly Quarterly Annually

Notes:

How often do you expect to have a conversation with your external bookkeeper / accountant?

How fast do you expect a call back or e-mail response?

Do you expect your external bookkeeper / accountant to be available to engage with conversations with 3rd parties such as: Tax Preparers, Investors, Bankers/Lenders, Vendors, Customer, and/or Government entities? And/or prepare special reports or provide written explanations or affirmations of your financial reports?

How much training, education, and/or one-on-one walkthrough are you expecting your external bookkeeper / accountant to provide?

Do you collect Sales Tax?

If so, Which States?

If not, What type of activities are you engage in in which you are not sure whether or not you should be collecting sales?

Do you track or want to track income and expenses by a specific segment/location/division of your business?

Do you track or want to track all direct expenses related to a customer:job?

Do you have a Budget? And how often do you Monitor Actual vs. Budget Reports?



MAI SOLUTIONS
Business Services

Do you pay sales commissions? (based on volume, profit, and/or other)

Do you pay any other performance bonuses based on financial results?

How do you want to track your books?

Cash-Basis Only Accrual-Basis Only Both Other/Hybrid:

How many people (and “who”) in your organization will be logging into the QuickBooks to do “any” accounting work such as:

Creating Estimates and/or Sales Orders:

Creating Invoices:

Creating Purchase Orders:

Receiving Inventory:

Making Inventory Adjustments:

Creating Bills (Accounts Payable):

Paying Bills with checks and printing the checks (previously entered):

Paying Bills with checks (previously entered):

Preparing or approving timesheets:

Preparing Paychecks:

Paying payroll liabilities:

Filling state and federal payroll forms:

Paying sales tax liabilities and/or preparing sales tax forms:

Marking previously entered bills as paid using manual checks or electronic payments:

Writing and/or Printing Checks:

Entering bank transactions and Reconciling Bank Account(s):

Entering credit card transactions and Reconciling Credit Card Account(s):

Creating or Querying Custom Reports:



MAI SOLUTIONS

Business Services

Consulting Standard Financial Reports:

Notes: Processes?

What are some things that we can do (or forget to do) that would be deal breakers for our relationship?

What is the cost of ALL the technologies you are currently using internally? And do you feel you are getting the most return for that investment?

How much budget have you allocated to “business growth”? such as:

Increasing no. of customers or market share

Increasing revenue per customer (increasing prices or cross-selling more products/services)

Increasing the number of employees or increasing the effectiveness of current employees without hiring new ones and/or promote certain key employees to take a leadership role

Improving the quality of the products or services / improve the brand recognition through quality

Have access to credit from banks or mayor suppliers

Create a self-sustaining business run by its employees (not the owners)

Increase the value of the business for selling it or bring investors

And, are any these areas in which you would like to involve us in?

Notes:



MAI SOLUTIONS
Business Services

Do you want a specific list of extremely narrowly defined sets of services of us to provide or are you looking for broad/dynamic scope of work?

If price weren't an issue, how would you describe our ideal role in your organization?

After we send you a proposal with our price and scope of work, and you approve it... Ideally, when would you like for us to start working?