



New Client Information

Client Name: _____

Contact # _____

Basic Info:

Industry & Principal Product/Service provided:	
What services do you think that you need?	
How often will you need my services?	
Will virtual bookkeeping work for you or do you need someone to visit your office?	
Internal Accountant, bookkeeper, etc:	
Current Software used:	
How many software users?	
Last completed financial statements (date):	
Previous Accountant/Bookkeeper: Provide name, and what they did.	
Likes and Dislikes of previous accountant/bookkeeper:	
Do you track inventory? How often?	
How often do you want financial statements provided? P&L, Balance Sheet	
Best way to contact you:	
Do you need training on the software you use or will use?	
Do you use any budgets or cash flow sheets?	
Business structure type:	
Do you have any partners?	
Cash or Accrual based accounting?	
How many accounts will need to be reconciled? (Bank, CC, Loan, LOC, Notes, etc.)	
Who keeps track of assets?	
Accounts Payables or Receivables needed?	
Are you willing to use bank feeds feature?	
How do you prefer to share documents and files? Cloud, In person?	



Payroll Services:

Do you currently have payroll service?	
Current Payroll Provider:	
Services began?	
Can you provide payroll summaries, and any filings and tax deposits?	
Frequency of payroll:	
Do you pay subcontractors (1099):	
Do you collect documentation (w-4, I-9, w-9)?	
Do you need work comp insurance to be provided with your payroll service?	
Any additions to payroll such as medical, 401K, IRA's?	
What type of pay do you provide? Hourly, Salary, Commission, etc.	
How do you track your employees hours?	
Reporting agencies: (IRS, FDOR)	
Do you need Human resource assistance, or service?	

Virtual Assistant Services:

Do you have a need for an assistant?	
Have you considered a virtual assistant?	
What are your specific needs?	
Telephone answering service?	
Emailing, scheduling, travel etc?	
Part time or full time?	
How long would you need an assistant?	
Office organization?	
Spreadsheet creation?	
Scanning/Filing?	



Software Set up and Conversion:

Type: Quickbooks Desktop, Quickbooks Online, Xero, Other:	
New software "LIVE" date:	
Conversion Type:	
New business or Existing Opening balances will be provided?	
What do you think is the best about converting to something new?	
What is your biggest fear?	
How long do you plan to use this software?	

New Business Startup:

Do you need help deciding which type of business is right for you?	
Have you owned a business before?	
Do you want me to do most of the work, or do you want to be part of the process?	
Do you need a business plan?	
Do you plan to get any loans for the start up business?	
Do you need a website?	
Do you need help setting up with IRS & state as a payroll provider?	
Do you need assistance with setting up to pay Sales Tax?	
Any other details?	

More Details:

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