

## Bookkeeping Client Data Sheet

Legal Business Name \_\_\_\_\_  
o/a \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Prov \_\_\_\_\_ PC \_\_\_\_\_  
Phone \_\_\_\_\_ FAX \_\_\_\_\_ E-mail \_\_\_\_\_

### Company Officers/Directors/Shareholders

Name \_\_\_\_\_ Position \_\_\_\_\_  
Name \_\_\_\_\_ Position \_\_\_\_\_  
Name \_\_\_\_\_ Position \_\_\_\_\_

Type of registration: sole proprietor \_\_\_\_\_ partnership \_\_\_\_\_ corporation \_\_\_\_\_  
BN \_\_\_\_\_ Date of incorporation \_\_\_\_\_  
Date of Year End \_\_\_\_\_  
Primary service/product: \_\_\_\_\_  
Accounting/bookkeeping contact: \_\_\_\_\_  
Accounting firm: \_\_\_\_\_ Contact: \_\_\_\_\_

Fiscal year begins: \_\_\_\_\_  
Reporting basis: cash \_\_\_\_\_ accrual \_\_\_\_\_  
Do you have current Financial Statements? yes \_\_\_\_\_ no \_\_\_\_\_  
Last year taxes filed: \_\_\_\_\_

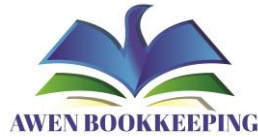
Are you currently using software? yes \_\_\_\_\_ no \_\_\_\_\_  
If yes, which one?  
QuickBooks \_\_\_\_\_ Simply \_\_\_\_\_ MYOB/Accountedge \_\_\_\_\_ Other \_\_\_\_\_

Do you need multi-user access? yes \_\_\_\_\_ no \_\_\_\_\_  
If yes, what type of network do you have? \_\_\_\_\_  
How many employees need to access the file simultaneously? \_\_\_\_\_  
Do you already own the required licenses? yes \_\_\_\_\_ no \_\_\_\_\_

How many bank and/or credit card accounts do you have? \_\_\_\_\_

Do you have inventory? yes \_\_\_\_\_ no \_\_\_\_\_  
If yes, do you want to track in bookkeeping? yes \_\_\_\_\_ no \_\_\_\_\_  
If yes, how many items? \_\_\_\_\_

Do you have employees? yes \_\_\_\_\_ no \_\_\_\_\_  
Do you use an outside service? yes \_\_\_\_\_ no \_\_\_\_\_  
If no, do you want us to process payroll? yes \_\_\_\_\_ no \_\_\_\_\_  
Frequency? weekly \_\_\_\_\_ biweekly \_\_\_\_\_ semimonthly \_\_\_\_\_ other \_\_\_\_\_  
Preferred day of week: \_\_\_\_\_



Source Deduction Frequency: quarterly \_\_\_ monthly \_\_\_ 25<sup>th</sup> & 10<sup>th</sup> \_\_\_ weekly \_\_\_  
Payroll ID \_\_\_\_\_

Do you pay WCB/WSIB? yes \_\_\_ no \_\_\_  
WCB/WSIB frequency: monthly \_\_\_ quarterly \_\_\_

Do you have any T4A suppliers(contractors)? yes \_\_\_ no \_\_\_  
Do you have any T5018 suppliers (construction companies only)? yes \_\_\_ no \_\_\_

Do you use jobs? yes \_\_\_ no \_\_\_  
If yes, would you like job cost reports? Yes \_\_\_ no \_\_\_

Do you collect GST/HST? yes \_\_\_ no \_\_\_ GST/HST # \_\_\_\_\_  
GST/HST remittance frequency: annual \_\_\_ quarterly \_\_\_ monthly \_\_\_

Do you collect PST for other Provinces?  
If yes, which Provinces? \_\_\_\_\_

On a scale of 1 to 10, 1 being lowest and 10 being highest, rate the skill level of your accounting software users:

Name _____	Skill _____	Name _____	Skill _____
Name _____	Skill _____	Name _____	Skill _____
Name _____	Skill _____	Name _____	Skill _____

On a scale of 1 to 10, 1 being lowest and 10 being highest, rate the accounting/bookkeeping knowledge of your software users:

Name _____	Skill _____	Name _____	Skill _____
Name _____	Skill _____	Name _____	Skill _____
Name _____	Skill _____	Name _____	Skill _____

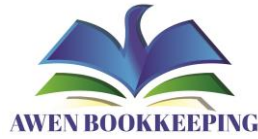
Which type of bookkeeping service do you need?  
weekly \_\_\_ biweekly/semimonthly \_\_\_ monthly \_\_\_ quarterly \_\_\_

How do you prepare your invoices? Do you want these done for you?  
yes \_\_\_ no \_\_\_

Would you like us to make collection calls to your overdue customers?  
yes \_\_\_ no \_\_\_

How do you pay your bills? Do you want this done for you?  
yes \_\_\_ no \_\_\_

Would you like us to install periodic upgrades and/or services releases for you?  
Yes \_\_\_ no \_\_\_



Do you want onsite services? Yes \_\_\_\_\_ no \_\_\_\_\_

If no, would you like courier/pickup services? Yes \_\_\_\_\_ no \_\_\_\_\_

(note: additional fees apply to courier/pickup services)

How would you like to be invoiced? Hourly \_\_\_\_\_ Monthly flat fee \_\_\_\_\_

When would you like me to start? \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Please print name and title: \_\_\_\_\_

Office use only: Hourly rate: \$ \_\_\_\_\_

Monthly fee: \$ \_\_\_\_\_