

VINCENT BOOKKEEPING, INC.

NEW CUSTOMER QUOTE FOR SERVICE



To receive a Quote for service please complete the following Questionnaire.
Please mark all items that do not apply to your situation as 0, N/A, None.

Name*

First

Last

Company*

Address

Street Address

Street Address Line 2

City

State



Postal / Zip Code

United States



Phone*

####

Email*

Years in Business*

Select your business entity.*

- ☐ Sole Proprietor
- ☐ Partnership
- ☐ Limited Liability Partnership
- ☐ Limited Liability Corporation
- ☐ S. Corporation
- ☐ C. Corporation
- ☐ I have not opened the business yet

If you are a corporation, LLC, LLP or Partnership who is your agent for service?*

Name & Email

Industry*

Gross Annual Revenue for last year*

\$

PAYROLL QUESTIONS

Number of Employees on payroll*

Who is your current payroll provider?*

How often do you run payroll?

- ☐ Weekly
- ☐ Bi-Weekly
- ☐ Semi-Monthly
- ☐ Monthly
- ☐ Annually

Does your company engage in Federal, State or Local contracts?*

List the total contract value of your biggest project in the last four years.

Select all Payroll & HR services you need and do not get from an outside Payroll or HR Service company.

- ☐ Workman's Compensation Reporting online.
- ☐ Internal Audits with Workman's Compensation Agents.
- ☐ Representation or testimony during a labor commissioners meeting.
- ☐ Assistance with health Insurance Benefits.
- ☐ Tracking of Sick & Vacation days.
- ☐ Employee Manuals & occasional notices.
- ☐ EIDL, PPP tracking.
- ☐ DOL Signs and regulation posters.
- ☐ Payroll services (full or partial)
- ☐ W-4 & I9 verifications.
- ☐ Employee file maintenance.
- ☐ New hire letters & onboarding.
- ☐ Hazard Pay tracking.
- ☐ Tracking of Families First Coronavirus Response Act.
- ☐ Paid time off tracking.
- ☐ Fringe Benefits tracking & a Trust to save money.
- ☐ Prevailing Wage payroll.
- ☐ Tracking of Apprentice hours vs Journeyman hours.
- ☐ Journeyman & Apprentice corrections and fee waiver requests
- ☐ Assistance completing Form WH-347 Payroll.
- ☐ Certified payroll reports.

ACCOUNTING METHOD & ACCOUNTANT

Are your tax returns filed Cash or Accrual?*

This information can be found at the top of your business tax return.

Cash accounting recognizes revenue and expenses only when money changes hands.

Accrual accounting recognizes revenue when it's earned, and expenses when they're billed (but not paid).

Do you review your financial reports in Cash or Accrual?*

Cash accounting recognizes revenue and expenses only when money changes hands.

Accrual accounting recognizes revenue when it's earned, and expenses when they're billed (but not paid).

Who are your current Bookkeeper and or Accountant/Tax Professional?

Please list their name, firm name, phone number & email.

What is your current Bookkeeping Budget?*

If you do not have a budget what is last monthly rate you paid someone else to handle the bookkeeping for you?

BASIC BOOKKEEPING QUESTIONS

How many bank accounts do you have that will be included in the entering & reconciling each month?*

This should be business or corporate accounts only without co-mingling of personal funds.

How many transactions per month on average do you have for all the above listed bank accounts?

- ☐ 0-25
- ☐ 25-50
- ☐ 50-100
- ☐ 100-150
- ☐ 150-200
- ☐ 200-300
- ☐ 300-400
- ☐ 400-500
- ☐ More than 500

How many Credit Cards do you have that will be included in the entering & reconciling each month?*

This should be business or corporate cards only without co-mingling of personal funds.

How many transactions per month on average do you have for all the above listed Credit Card accounts?

- ☐ 0-25
- ☐ 25-50
- ☐ 50-100
- ☐ 100-150
- ☐ 150-200
- ☐ 200-300
- ☐ 300-400
- ☐ 400-500
- ☐ More than 500

How many business only Merchant accounts do you have that need to be tracked such as PayPal, Stripe Merchant Services, Intuit Payments, Square?*

If you have merchant accounts in which you receive payments from client's or customers, it is likely that the funds from these individual transactions are transferred to your bank account as batched daily lump sum deposits. We will itemize these deposits within your online cloud accounting file (instead of recording them as one lump sum figure) should you find this detail important in assessing the status of your financial position.

How many transactions per month on average do you have for all the above listed Merchant accounts?*

- ☐ 0-25
- ☐ 25-50
- ☐ 50-100
- ☐ 100-200
- ☐ 200-300
- ☐ 300-500
- ☐ 500-1000
- ☐ 1000-2000
- ☐ More than 2000

How often do you use Petty Cash to pay for bills or accept cash as payments from customers?*

There are times when the business uses cash or personal funds to make business related purchases. In these cases, these transactions DO NOT flow through the business' bank, credit card, or PayPal accounts and could therefore be easily missed and not reflected on the books. We will establish a process for capturing the details of these transactions and record them into your QuickBooks file to ensure that your books are accurate and up to date.

How many cash transactions per month on average do you have on average?*

- ☐ 0-25
- ☐ 25-50
- ☐ 50-100
- ☐ 100-150
- ☐ 150-200
- ☐ 200-300
- ☐ 300-400
- ☐ 400-500
- ☐ More than 500

Do you keep a petty cash box under \$100.00 or need to track small amounts of cash payments from your register (cash till) each month?*

Petty cash is a small amount of cash on hand that is used for paying small amounts owed, rather than writing a check. Petty cash is also referred to as a petty cash fund. We will work with you to establish the appropriate petty cash balance, a petty cash use policy, set up your process for managing the fund, and record all petty cash activities in your books.

ACCOUNTS PAYABLE

Do you currently track your accounts payable and how many bills per month do you Receive from vendors?*

Some businesses benefit highly from tracking their open Accounts payable by entering them in their accounting software as bills and using a report tracking when they are due. This is helpful when running reports to track your expected cash flow and to avoid duplicate transactions.

How often do you pay your bills online with a debit card or ACH?

Never ▼

When you pay your bills online do you remember to request a statement or print/save a copy of your receipt that came to your email?

Never ▼

What is your average monthly Accounts Payable?*

How many bills do you have on reoccurring bill payment with your bank?*

How many paper checks do you write per month not including payroll?*

ACCOUNTS RECEIVABLE

Do you currently track your accounts Receivable and how many Invoices per month do you Create for customers?*

Some businesses benefit highly from tracking their open Accounts Receivable by entering them in their accounting software as Invoices they can quickly see who has paid them and who still owes them money. This is helpful when running reports to track your expected cash flow and to avoid duplicate transactions.

What is your average monthly Sales amount?*

How many Invoices do you manually produce each month?*

How many Invoices do you have setup to auto generate each month?*

Do you use sales receipts or invoices or both?*

FULL CHARGE BOOKKEEPING QUESTIONS

Mark all that apply. Which of these Capitol Assets you track & Depreciate.

- ☐ Buildings
- ☐ Land
- ☐ Building & Land Improvements
- ☐ Plant
- ☐ Machinery
- ☐ Vehicles
- ☐ Furniture
- ☐ Jewelry
- ☐ Route Permits
- ☐ Goodwill
- ☐ Tenancy Rights
- ☐ Intangibles
- ☐ Patents
- ☐ Trade Marks
- ☐ Shares
- ☐ Debentures
- ☐ Securities
- ☐ Units
- ☐ Mutual funds
- ☐ Bonds

Does the owner or Partners have outstanding loans or stock options to be tracked?*

Do you have multiple customer "Jobs" and track sub-accounts or Change orders?*

Some businesses benefit highly from tracking their open Accounts Receivable by entering them in their accounting software as Invoices they can quickly see who has paid them and who still owes them money. This is helpful when running reports to track your expected cash flow and to avoid duplicate transactions.

Do you currently have or want to Allocate Expenses to Contracts (Contract Cost Tracking)*

There are times when it is necessary for our clients to track expenses that they have incurred in relation to the fulfillment of contracts that they have been awarded. This is done in order to not only understand the profitability of a contract, but also to inform the amount to be billed for products provided or services rendered under the contract. This requires an additional layer of recording the financial transactions within your QuickBooks file. In these instances, we will customize a process for capturing the information needed from you to perform this work as part of our Professional Bookkeeping Services.

Do you currently require or desire to track items in your accounting for special reporting using "Class Tracking"?

Tracking your expenses by employee level, deposits by jobs, workman's Compensation, or any other requested class tracking. Class tracking lets you track account balances by department, business office or location, separate properties, or any other meaningful breakdown of your business.

How many monthly transactions do you have that require class tracking?

INVENTORY

Do you have Inventory or an online store that can be integrated with QuickBooks?*

What is your Average gross monthly Inventory Sales amount?*

How often do you manually count inventory?*

Do you have builds from inventory parts?

What method of Inventory control and reports do you use, such as Lifo, Fifo?*

FINANCIAL REPORTS

How often do you review your essential internal financial reports?

Balance sheet. Shows the entity's assets, liabilities, and stockholders' equity as of the report date.

Profit & Loss (or Income) Statement. Shows the results of the entity's operations and financial activities for the reporting period. It includes revenues, expenses, gains, and losses.

Statement of cash flows. Shows changes in the entity's cash flows during the reporting period.

Open Aging Accounts Receivable. Shows which invoices have not been paid.

Open Aging Accounts Payable. Shows which bills have not been paid.

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Quarterly
- ☐ Annually
- ☐ Only when applying for a loan/lease
- ☐ Never

Which these Internal Financial reports do you want on a monthly basis?

- ☐ Income Statement
- ☐ Balance Sheet
- ☐ Statement of Cash Flow

Which of these Internal Financial reports do you want a Weekly basis?

- ☐ Open Aging Accounts Receivable
- ☐ Open Ageing Accounts Payable

Do you want or need custom or advanced Internal Financial reports such as Forecasting or multiple reports merged into one excel spreadsheet, how many and how often?*

Which types of reports do you need in addition to the standard reports?

- ☐ Excel Merged Reports
- ☐ Advanced Reports
- ☐ Budgets & Forecasting
- ☐ Inventory Reporting & Valuations
- ☐ Currency conversion reports
- ☐ Reports for obtaining a Loan/Lease
- ☐ Reports for Mergers & Acquisitions
- ☐ Business Valuation
- ☐ Publicly traded External Financial Reports

DOCUMENT RETRIEVAL, PREPARATION & SUPPORT OPTIONS

Vincent Bookkeeping, Inc. offers several document retrieval methods, please select the service level you would prefer.*

- ☐ A Vincent Bookkeeping employee or carrier will come and pick up your documents.
- ☐ You will mail your documents to our Morgan Hill location. (postage may apply).
- ☐ You will drop off your documents to our Santa Clara Location.
- ☐ You will drop off your documents to our Morgan Hill Location. (By appointment only)
- ☐ You will make your documents available online in Box or Drop Box.

Please select your level of Document Preparation services you wish to receive.*

Vincent Bookkeeping, Inc. understands that you get busy, this is why we are offering document preparation services. You can bring us a shoe box filled with documents we will sort it, categorize, and prepare the documents for the entry process including scanning documents.

- ☐ Level I - You bring us a box with documents, and we will sort it, categorize, and prepare the documents for the entry process into your accounting software.

- ☐ Level II - You get the same level of services as level I and we will scan each of the documents and add them to a drop box folder and give you and your accountant full access to the folder.

- ☐ Level III - You may elect to open all mail, remove any un-needed items such as envelopes, inserts or additional blank pages, copy/write any information from the front of the envelope to the invoice, bill or other documents, then sort the documents and put the loose receipts and documents into a folder with the corresponding bank statements. One for each account.

- ☐ Level IIII - You may elect to sort the documents and scan the documents as well. At which point there will only be a small fee for reviewing the documents and putting them in the best order for entry into the accounting software.

Please select the level of Bookkeeping Support your firm feels would best fit your needs.*

From time to time you may need to ask us a question or have technical or accounting questions. For this reason, we offer free to each customer 1 hour of email, text, and phone support. We offer additional support options for any time above the first 1 hour.

- ☐ I am good with the free one hour per month.
- ☐ Two hours per month
- ☐ Four hours per month
- ☐ Eight hours per month
- ☐ Ten hours per month

What is the last month & year your bank and credit cards were reconciled?*

In your accounting software select reports, bank reconcile and select last reconciliation and select each account to view when the last proper reconciliation was done.

Please select from the list below the current condition of your Bookkeeping.*

- ☐ I have not started my Bookkeeping, I have no software for accounting.
- ☐ I purchased software but have not installed it.
- ☐ I have installed the software myself but have not setup my company file.
- ☐ I installed my software, set it up and now I want you to review it for accuracy.
- ☐ I had an employee setup my software and would like it checked for accuracy.
- ☐ My CPA setup my software and it has been maintained by an external CPA or Bookkeeper
- ☐ My CPA setup my software & I have maintained it or had an internal employee/Bookkeeper maintain the file.
- ☐ I have QuickBooks Online and an Intuit Bookkeeper setup my company file.

Do you require form completion for Secretary of State documents, State Licensing Boards, County agencies, Creditors or Loan documents, or Offer's in Compromise.*

Do you have errors in your accounting and need clean up work performed?*

How often do you prefer to have meetings to review your bookkeeping?*

- ☐ Weekly Via Zoom
- ☐ Weekly in person
- ☐ Bi-Monthly Via Zoom
- ☐ Bi-Monthly in person
- ☐ Monthly via Zoom
- ☐ Monthly in person
- ☐ Quarterly via Zoom
- ☐ Quarterly in person
- ☐ Annually via Zoom
- ☐ Annually in person

From time to time your Bookkeeper may need to cut checks and have you pick them up for vendor payments or to mail them once signed. Please select all services below that you would like to have our firm perform for you.

- ☐ Sending invoice via email to customers.
- ☐ Mailing invoice to customer via usps.
- ☐ Mechanic liens & Releases.
- ☐ Construction liens & Releases.
- ☐ Filing ads with the post record.
- ☐ Filing documents with the county clerks office.
- ☐ Filing in your office.
- ☐ Scanning document to Drop Box or Box.
- ☐ Providing a monthly back up of your QuickBooks desktop.
- ☐ Mailing out collection letters.
- ☐ Emailing Collection letters.
- ☐ Collection phone calls.
- ☐ Creating custom letters inside of QuickBooks for customer mailings.
- ☐ Word document creation.
- ☐ Excel document creation.
- ☐ Power Point documents.
- ☐ Exporting financial reports, using the data to creating custom pie charts & graphs.
- ☐ Notary Public services. (General)
- ☐ Notary Signing Agent. (CSNA Mortgage Loan signing)
- ☐ Proof of shredding of sensitive documents.
- ☐ Fire Proof/Water proof document storage & retrieval services.

CONTRACTORS 1099'S

How many Contractors do you currently have?*

Please select all Vendor or Contractor items listed below.

- ☐ I want your firm to do the annual 1099's & 1096 transmitters.
- ☐ I want your firm to track my contractor payments.
- ☐ My contractor payments are tracked on my payroll reports & Paid via ACH or Direct deposit.
- ☐ I have more than 50 vendors per month to pay.
- ☐ I have complex calculations to make to pay my vendors such as sales ratios.
- ☐ I want your firm to verify my vendors with their insurance, bond, and state licensing.
- ☐ I want your firm to track billable hours of my vendors so I can bill my customers.
- ☐ I use an out side software like TSheets to track my vendors hours & I need that integrated into QuickBooks.

CASH & CO-MINGLING PERSONAL & BUSINESS FUNDS.

How often do you have deposits in to the business bank accounts or payments to your credit cards from personal accounts?*

How frequently do you co-mingle business and personal funds?

How often do you pay for company expenses or pay vendors from your personal bank or credit cards?*

SALES TAX REPORTING

Do you collect sales tax from your customers?*

How often do you report Sales Tax to the state taxing agency?*

How many states do you currently pay sales tax to?*

CLOSING INTERVIEW QUESTION

Please list any notes or services not listed that you believe are relevant to your quote for services.

How did you hear about Vincent Bookkeeping, Inc.*

- ☐ Referral
- ☐ Campbell Chamber
- ☐ Santa Clara Chamber
- ☐ Morgan Hill Chamber
- ☐ Morgan Hill Life Magazine
- ☐ Atherton Living Magazine
- ☐ Post Card - Direct Mail
- ☐ Yellow Pages
- ☐ LinkedIn
- ☐ Instagram
- ☐ Facebook
- ☐ Google Search
- ☐ Yelp
- ☐ Internet
- ☐ Pod Cast
- ☐ Training Class
- ☐ Street Signs
- ☐ Craigslist
- ☐ Thumb Tack
- ☐ Snap Docs
- ☐ National Notary Association
- ☐ Networking event
- ☐ Networking at the grocery store, hiking trails, beach, etc.

Not all businesses need the same level of Bookkeeping services. With the list of services above how likely are you to request additional services than you originally came here to get a quote for?*

- ☐ No new services, I know exactly the services I want.
- ☐ I want to keep my Bookkeeping Basic because I pay a good chunk of money for my CPA to handle everything else!
- ☐ I didn't know my bookkeeper handled so much, I am open to additional services as I grow.
- ☐ I was already considering bringing on new services such as payroll, but i want my CPA to handle the new services.
- ☐ I am now thinking about some of the additional reports that could help me run my business.
- ☐ I came for the basics, now I want the farm!

What is your negotiating personality style?*

Not everyone gets along with everyone else, that is why finding the right Bookkeeper who can sync with your personality type is best. Please select what type of person you are in your negotiations so we can pair you with the right Bookkeeper.

- ☐ Assertive (Donald Trump, like him or not is an Assertive Negotiator. Assertives can be loud, hostile or angry, they are demanding because they know exactly what they want and they expect perfection. They can be classified as difficult or A type personalities.)
- ☐ Analyst (Analyst run the numbers in their head, take long pauses to think, not to let you keep talking. They are easy to offend and you will not know when you have offended them.)
- ☐ Accommodator (Accommodators are your yes people who make things happen because that is the way you need them done, within the law of course! Accommodators have a tendency to over extend themselves and wear themselves out trying to Accommodate everyone else.)

File upload

If you have errors to your QuickBooks desktop and would like a full detailed review please upload your QBDT 2018, 2019 or 2020 file here.

Choose files or drag here

Please give Vincent Bookkeeping, Inc. the Admin password to the QuickBooks file that you uploaded.

Verification*

