New Client Interview

Client Name _____
Contact _____
Address _____
_____
_____
Phone/Fax _____
Tax ID _____
Prepared By _____

Check the boxes that apply

TYPE OF BUSINESS

- ❑ C-Corp
- ❑ S-Corp
- ❑ Non-profit
- ❑ Partnership
- ❑ Sole Proprietor
- Other _____

ACCOUNTING BASIS

- ❑ Cash
- ❑ Accrual

PAYROLL

Responsible Party:
- ❑ Client
- ❑ Accountant
- ❑ Outside Service
- ❑ QuickBooks Deluxe Payroll Service

Type of Payroll:
- ❑ Hourly
- ❑ Commission
- ❑ None
- ❑ Salary
- ❑ Overtime
- ❑ Other(_____)

Additions / Deductions / Contributions:
- ❑ SEP
- ❑ 401K
- ❑ Other(_____)
- ❑ Union Benefits
- ❑ Reported Trips

Accrued Benefits
- ❑ Sick
- ❑ Vacation
- ❑ Other _____

Tax Deposits
- ❑ Federal – monthly
- ❑ Federal – per payday
- ❑ State – monthly
- ❑ State – quarterly
- ❑ Local - _____
- ❑ Federal unemployment
- ❑ State unemployment Rate _____

SALES TAX

Sales Tax Reporting:	❑ Monthly	❑ Quarterly	❑ Annually
Calculation Basis:	❑ Cash	❑ Accrual	
Responsible Party:	❑ Client	❑ Accountant	
Type of Sales:	❑ Wholesal	❑ Retail	❑ Out of State

INVENTORY

Type:	❑ Retail	❑ Manufacturing	❑ Other
Valuation Basis:	❑ Average Cost	❑ FIFO / LIFO	❑ Other
Tracking Method:	❑ Perpetual	❑ Periodic	❑ Other
Number of Unique Items:	❑ 0-500	❑ 501-1000	❑ Over 1000
Purchase/Sale Unit of Measure:	❑ Same	❑ Different	❑ Can convert to smallest unit

OTHER TASKS

- ❑ Invoicing
- ❑ Accounts Receivable
- ❑ Accept Customer Credit Card Payments
- ❑ Track Customer/Vendor prepayments (deposits) on jobs
- ❑ Accounts Payable
- ❑ Credit Card Purchases
- ❑ Check Printing
- ❑ Posting of Recurring Entries
- ❑ Bank Reconciliation
- ❑ Job-Costing
- ❑ Integration with Contact Management Software
- ❑ Budgeting
- ❑ Time Tracking
- ❑ Purchasing Orders
- ❑ Estimating
- ❑ Department/Location Classification
- ❑ Progress Invoicing
- ❑ Customizing Forms