

# Bookkeeping Services Checklist

## Contact Information

Owner Name..... Phone # .....

Mailing Address .....

e-mail..... Cell .....

## COMPANY INFORMATION

Legal Name..... FEIN .....

Physical Address, if different .....

This business is a  sole proprietorship  LLC  S-Corporation  C-Corporation

Industry ..... Construction? Y/N .....

I currently  don't do any bookkeeping  do the books myself  have a professional do it

I/We currently use  no software  spreadsheet  Quickbooks desktop  Quickbooks online

I mainly need bookkeeping to  make tax time easier  know where my money goes  be compliant

I need to keep track of  inventory  accounts receivable  accounts payable  sales tax

Average amount of inflows \$.....  monthly  annually

# of bank or credit card accounts used in business .....  I will provide download information

I will bring by paper statements/sorted receipts  I will drop off everything and you sort it out

I need bookkeeping services  ASAP  within a few weeks  just shopping around

Please email me  quote for future bookkeeping fees  quote for the current year from 01/01

Comments .....

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**This is NOT a contract and I will not incur any cost or have any obligation to follow through. With my signature I warrant that all information given is accurate.**

Signature ..... Date .....