



New Client Bookkeeping Intake Questionnaire

1. Client / Business Information

- Legal Business Name: _____
- DBA (if applicable): _____
- Business Address: _____
- Primary Contact Name & Title: _____
- Phone Number: _____
- Email Address: _____
- Business Entity Type:
 - Sole Proprietor
 - Partnership
 - LLC
 - S-Corp
 - C-Corp
 - Other: _____
- Industry / Nature of Business: _____
- Business Started (Year): _____
- Federal EIN (last 4 digits only): _____

2. Current Bookkeeping Status

- Are you currently using bookkeeping software? Yes No
If yes, which software? _____
- Who currently manages your books?
 - Self
 - Internal Staff
 - Previous Bookkeeper/Accountant
 - No one
- 13. Are your books up to date?
 - Yes No Unsure
 - Do you require catch-up or clean-up bookkeeping? Yes No
 - How often are accounts reconciled?
 - Monthly Quarterly Annually Never

3. Services Needed (Check all that apply)

- Monthly Bookkeeping
- Catch-Up / Clean-Up Bookkeeping
- Bank & Credit Card Reconciliations
- Financial Statements (P&L, Balance Sheet, Cash Flow)
- Accounts Payable (Bill Pay)
- Accounts Receivable / Invoicing
- Payroll Support
- Sales & Use Tax
- Budgeting / Forecasting
- Process & Procedure Development
- QuickBooks Setup / Cleanup / Training
- Month-End / Year-End Close
- Business Consulting / Advisory
- Other: _____

4. Financial Activity

- Average Monthly Revenue:
 - Under \$10k
 - \$10k–\$50k
 - \$50k–\$100k
 - \$100k+
- Approximate number of monthly transactions:
 - Under 50
 - 50–150
 - 150–300
 - 300+

5. Banking & Financial Accounts

- **Number and Type of Financial Accounts**

Please indicate how many of each you maintain:

- Business Checking: ____
- Business Savings: ____
- Payroll Account: ____
- Tax / Reserve Account: ____
- Merchant / Clearing Account: ____
- Credit Cards: ____
- Line of Credit: ____
- Loan Accounts: ____
- Other: _____

6. Bank Integration & Automation

- Are your bank/credit card accounts connected to your bookkeeping software (bank feeds)?
 - Yes No Unsure
- If connected, are transactions downloading automatically?
 - Yes No
- Are bank rules currently set up (auto-categorization of transactions)?
 - Yes No Unsure
- Do you use any payment processors? (Stripe, Square, PayPal, etc.) Yes No
If yes, which: _____
- Are payment processors integrated with your bookkeeping system? Yes No
- Do you use automation tools or apps? (Bill.com, Gusto, Hubdoc, Dext, Expensify, etc.)
 - Yes No
If yes, which: _____
- Are you interested in improving automation and financial workflow efficiency?
 - Yes No

7. Payroll

- Do you have employees? Yes No
- Number of employees: ____
- Payroll frequency: Weekly Biweekly Semi-Monthly Monthly
- Current payroll provider: _____

8. Sales Tax

- Do you collect sales tax? Yes No
- Number of states filing in: ____
- Filing frequency: Monthly Quarterly Annually Unsure

9. Goals & Financial Clarity

- What are your biggest bookkeeping or financial challenges right now?
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- What would financial clarity look like for your business?
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- You are primarily seeking:
 - Accurate & Compliant Books
 - Financial Understanding & Reporting
 - Growth, Strategy & Advisory
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10. Communication & Engagement

- Preferred communication method: Email Phone Video
 - How often would you like financial reports?
 - Monthly Quarterly As Needed
 - Desired start date:
 - Immediately Within 30 Days Future Planning
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11. Additional Notes

- Please share anything else you would like us to know:
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