

# notyouraveragebookkeeper

## Client Interview, Part 1

Dear Client,

Please fill out this form and return so that we can better assess your accounting and software needs. If necessary, attach any additional information about your specific situation that will help us better understand your business and finances.

We fully realize filling out forms takes time; but it will help us to gather accurate information and prevent costly mistakes.

**All personal data will be kept strictly confidential.**

Dates: first called: \_\_\_/\_\_\_/\_\_\_ Appointment: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/St: \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_

Cell: (\_\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_. \_\_\_\_\_

Web Site www: \_\_\_\_\_.

2. Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone: (\_\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_. \_\_\_\_\_

Industry: \_\_\_\_\_

3. May we ask? How did you hear about notyouraveragebookkeeper?

Craig's List? Yes \_\_\_ No \_\_\_ Which ad? \_\_\_\_\_

Google? Yes \_\_\_\_\_ No \_\_\_\_\_

What keywords were typed in for the search? \_\_\_\_\_

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4. May we ask another question? What part of the ad motivated you to call us?

\_\_\_\_\_

5. How did we differ from the competition?

\_\_\_\_\_

6. If the Internet, did you watch the video? Yes \_\_\_\_\_ No \_\_\_\_\_

7. Were the videos helpful? Yes \_\_\_\_\_ No \_\_\_\_\_

8. How so?

\_\_\_\_\_

9. Contacted NOTYAB by phone \_\_\_\_\_ email \_\_\_\_\_

10. What are Your Needs?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Do you use QuickBooks? Yes \_\_\_\_\_ No \_\_\_\_\_

12. If yes, what year and edition? Year \_\_\_\_\_ Edition \_\_\_\_\_

13. Do you have a baseword? \_\_\_\_\_

14. If not, what other accounting solution are you currently using? (e.g., Quicken or another accounting software solution, compilation or bookkeeping services, a manual ledger system, etc.) \_\_\_\_\_

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15. Notes and How do you want to work together?

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Our Rates: \$30 to \$75.00 an hour depending on the job function, who is working on your records and at what location.

We do not low ball our customers to get a job. We stick by our Motto of "Where Sense, Balance and Integrity are the Standard." Our focus is to create a streamlined system resulting in the client seeing the "Big Picture". This in turn strengthens internal controls and helps a business grow.

The Pricing Policy of notyouraverage bookkeeper is to bill to the minute. Our Professionals use Timeslips software which converts to the client invoice. We do not round to the nearest half or quarter hour.

We do not do "Guestimates"

Before a project is started, a retainer of one third is required and if additional projects are added a retainer of 50% is required. We are unable to allow receivables to grow thru the roof.

Thank you for your time.

## Client Interview, Part 2, page 1

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2/15/2010

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Dear Client,

Please fill out this form and return so that we can better assess your accounting and software needs. If necessary, attach any additional information about your specific situation that will help us better understand your business and finances.

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Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

18. How is the company formed?

Sole Prop \_\_\_\_\_ Partnership \_\_\_\_\_ C Corp. \_\_\_\_\_  
S Corp. \_\_\_\_\_ LLC \_\_\_\_\_ LLP \_\_\_\_\_

19. When is your fiscal year end? Month/Year \_\_\_\_\_

20 .Owner(s) Names / % ownership \_\_\_\_\_ / \_\_\_\_\_ %  
\_\_\_\_\_ / \_\_\_\_\_ %

21. Do you have an accounting/bookkeeping contact? \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

22. Do you have a CPA? Yes \_\_\_ No \_\_\_

23. Name of CPA/CPA Firm: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_

Cell: (\_\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

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24. What is your industry? \_\_\_\_\_

25. Do you have employees? \_\_\_\_\_ If so, how many employees do you have? \_\_\_\_\_

26. Approximate number of customers a month? If you have several businesses, please specify these averages for each business.

\_\_\_\_\_  
\_\_\_\_\_

27. Approximate number of invoices a month? If you have several businesses, please specify these averages for each business.

\_\_\_\_\_

28. Approximate number of vendors? \_\_\_\_\_

29. Approximate number of checks written a month? \_\_\_\_\_

30. What is the company's approximate annual gross revenue? \$ \_\_\_\_\_

31. What is your average income per sale? If you have several businesses, please specify these averages for each business.

\_\_\_\_\_  
\_\_\_\_\_

32. If you have several businesses, please specify these averages for each business.

\_\_\_\_\_  
\_\_\_\_\_

33. What time periods will we be working with? Start date \_\_\_/\_\_\_/\_\_\_ Last Date \_\_\_/\_\_\_/\_\_\_

34. Do you use specific bank accounts for business and personal? Yes \_\_\_ No \_\_\_

35. If yes, please explain

\_\_\_\_\_  
\_\_\_\_\_

36. Do you have all copies of your bank statements? Yes \_\_\_ No \_\_\_

37. If no, it would be helpful to order the necessary copies ASAP.

Ordered Date: Month \_\_\_\_\_ Year \_\_\_\_\_

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38. Do you reconcile your bank statements? Yes \_\_\_\_ No \_\_\_\_

39. Which month is the last month reconciled? \_\_\_\_\_

40. Do you use specific credit cards for business and personal? Yes \_\_\_\_ No \_\_\_\_

41. If yes, please explain  
#1 \_\_\_\_\_

42. #2 \_\_\_\_\_

43. #3 \_\_\_\_\_

44. Do you have all copies of your credit card statements? Yes \_\_\_\_ No \_\_\_\_

45. If no, it would be helpful to order the necessary copies ASAP.

46. #1 Ordered Date: Month \_\_\_\_\_ Year \_\_\_\_\_

47. #2 Ordered Date: Month \_\_\_\_\_ Year \_\_\_\_\_

48. #3 Ordered Date: Month \_\_\_\_\_ Year \_\_\_\_\_

49. Do you reconcile your credit card statements? Yes \_\_\_\_ No \_\_\_\_

50. Which month is the last month reconciled? \_\_\_\_\_

51. Have you made personal loans to your business? Yes \_\_\_\_ No \_\_\_\_

52. If yes, please explain  
\_\_\_\_\_

53. Do you have bank loans to your business? Yes \_\_\_\_ No \_\_\_\_

54. If yes, please explain \_\_\_\_\_

55. Loan Amount \$ \_\_\_\_\_ per month \$ \_\_\_\_\_

56. Do you have the last two years of tax returns? Yes \_\_\_\_ No \_\_\_\_

57. Do you collect Sales Tax? Yes \_\_\_\_ No \_\_\_\_

## Client Interview, Part 2, page 4

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58. Are your Sales Tax payments current? Yes \_\_\_ No \_\_\_  
If not what do you estimate you owe? \$ \_\_\_\_\_
59. Are you under any payment plans? Yes \_\_\_ No \_\_\_
60. How many repeat customers/clients do you have? \_\_\_\_\_
61. Do you intend to track inventory? Yes \_\_\_ No \_\_\_
62. Do you categorize your inventory? Yes \_\_\_ No \_\_\_
63. Approximately how many inventory items do you stock? \_\_\_\_\_
64. Do you pay 1099 vendors (contractors)? Yes \_\_\_ No \_\_\_ Approx. #? \_\_\_\_\_
65. Do you need a departmental profit and loss? Yes \_\_\_ No \_\_\_ # of depts.? \_\_\_\_\_
66. Do you need budget reports? Yes \_\_\_ No \_\_\_
67. How many accounts are budgeted? \_\_\_\_\_
68. Does the company need departmental budget reports? Yes \_\_\_ No \_\_\_
69. If yes, please explain \_\_\_\_\_
70. Does the company need budget reports for each customer or job? Yes \_\_\_ No \_\_\_
71. If yes, please explain \_\_\_\_\_
72. Do you need job cost reports? Yes \_\_\_ No \_\_\_
73. If yes, please explain \_\_\_\_\_
74. Do you need cash flow analysis? Yes \_\_\_ No \_\_\_
75. If yes, please explain \_\_\_\_\_
76. Do you use QuickBooks? Yes \_\_\_ No \_\_\_
77. If yes, what year and edition? Year \_\_\_\_\_ Edition \_\_\_\_\_
78. If not, what other accounting solution are you currently using? (e.g., Quicken or another accounting software solution, compilation or bookkeeping services, a manual ledger system, etc.) \_\_\_\_\_

## Client Interview, Part 2, page 5

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79. Software Version Year. \_\_\_\_\_ Type(such as basic/pro) \_\_\_\_\_

80. I am primarily interested in using QuickBooks for (check one)

- Management of the company only, tax return information is not kept in QuickBooks.
- Preparing financial statements for my tax returns or creditors only, no need for management reports.
- Both management and tax return records are essential to be tracked

81. Do you have access to accurate, monthly profit and loss reports or year-to-date GL balances from your previous system? \_\_\_\_\_

82. On a scale of 1 to 10, 1 being no *bookkeeping* experience and 10 being a *bookkeeping* expert, rate the skill level of your QuickBooks users.

Name/level: \_\_\_\_\_ / \_\_\_\_\_ Name/level: \_\_\_\_\_ / \_\_\_\_\_

Name/level: \_\_\_\_\_ / \_\_\_\_\_ Name/level: \_\_\_\_\_ / \_\_\_\_\_

83. Are you interested in using our firm to setup a **new** QuickBooks data file for your company? Yes \_\_\_\_ No \_\_\_\_ Not Sure \_\_\_\_

84. If yes, please answer the following

a. Will the setup occur in the middle of a calendar year? Yes \_\_\_\_ No \_\_\_\_

b. Will the setup occur in the middle of a fiscal year? Yes \_\_\_\_ No \_\_\_\_

85. Do you already own the appropriate number of licensed copies of QuickBooks?  
Yes \_\_\_\_ No \_\_\_\_

86. If not, you may purchase QuickBooks products at a significant discount from us. Please go to [www.notyouraveragebookkeeper.com](http://www.notyouraveragebookkeeper.com)

87. If applicable, do you already own the appropriate number of licensed copies of other software we will install or configure? For example, QuickBooks POS or a QuickBooks Add-on product? Yes \_\_\_\_ No \_\_\_\_

Product Name(s) and Version: \_\_\_\_\_

Product Name(s) and Version: \_\_\_\_\_

Product Name(s) and Version: \_\_\_\_\_

88. Do you do your own payroll? Yes \_\_\_\_ No \_\_\_\_

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89. Are you currently or do you intend to use QB to process your payroll? Yes \_\_\_\_ No \_\_\_\_

90. If no, which payroll service do you use? \_\_\_\_\_

91. Do you bill clients by the hour? Yes \_\_\_\_ Sometimes \_\_\_\_ No \_\_\_\_

92. Do you use a time tracking program such as Timeslips? Yes \_\_\_\_ No \_\_\_\_

93. Do you feel that that you need to be tracking this time? Yes \_\_\_\_ No \_\_\_\_

94. Do you track your contacts with customers and potential customers? Yes \_\_\_\_ No \_\_\_\_

95. Do you use or need a customer relationship program such as ACT? Yes \_\_\_\_ No \_\_\_\_

96. Do you use or need a database program such as FileMaker? Yes \_\_\_\_ No \_\_\_\_

97. Do you need to track specific actions of your company? Yes \_\_\_\_ No \_\_\_\_

98. If not, would you like us to purchase and install the software for you? Yes \_\_\_\_ No \_\_\_\_

99. Do you have (or need) a cash register, Point of Sale System or separate customer billing software? Yes \_\_\_\_ No \_\_\_\_ If yes, which one? \_\_\_\_\_

100. Tell us something about your computer system:

PC \_\_\_\_\_ MAC \_\_\_\_\_

101. Operating system computers: version:

\_\_\_\_\_

102. Age of computer system? \_\_\_\_\_

Regarding the computer(s) on which QuickBooks will operate, please fill in this table:

Computer User Name	Year of Purch.	O/S	Processor	RAM Size	Hard Disk Size	CD?	Zip?	Internet?
1.								
2.								
3.								
4.								

103. Do you back up on a regular basis? Yes \_\_\_\_ No \_\_\_\_

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104.

Date last backed up? \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

105. Your backup system? CD's \_\_\_\_\_ Tape \_\_\_\_\_ External H/ Drive \_\_\_\_\_ Other \_\_\_\_\_

106. Do you need multi-user access? Yes \_\_\_\_\_ No \_\_\_\_\_

107. If so, what kind of network do you have? \_\_\_\_\_

108. How many employees will access the file simultaneously? \_\_\_\_\_

109. How many users on the network have access to the Internet? \_\_\_\_\_

110. What type of Internet connection is available to their computers? \_\_\_\_\_

111. Are you happy with your existing system? Yes \_\_\_\_\_ No \_\_\_\_\_

112. Are you considering upgrading your computer systems? Yes \_\_\_\_\_ No \_\_\_\_\_

113. Will our IT install or configure additional hardware? Yes \_\_\_\_\_ No \_\_\_\_\_

114. Hardware Needed: \_\_\_\_\_

115. If so, would you like us to purchase the hardware for you? Yes \_\_\_\_\_ No \_\_\_\_\_

116. Would you consider NOTYAB working on your system remotely? Yes \_\_\_\_\_ No \_\_\_\_\_

117. Are you familiar with Logmein? Yes \_\_\_\_\_ No \_\_\_\_\_

118. Would you like us to install the software on your computer? Yes \_\_\_\_\_ No \_\_\_\_\_

119. User Name: \_\_\_\_\_ Password: \_\_\_\_\_

Filled in by: \_\_\_\_\_

Print name: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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