

## Information Checklist

- Company Name: \_\_\_\_\_
- Legal Name: \_\_\_\_\_
- Address: \_\_\_\_\_  
\_\_\_\_\_
- Phone: \_\_\_\_\_
- Fax: \_\_\_\_\_
- E-mail: \_\_\_\_\_
- Website: \_\_\_\_\_
- Federal EIN or Social Security #: \_\_\_\_\_
- Tax Year: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_
- Sole Proprietor    Partnership    S-Corp    C-Corp    LLC
- Type of Business: \_\_\_\_\_
- Accounting Basis:            Cash            Accrual
- Company Start Date: \_\_\_\_\_
- Number of people with access to QuickBooks files \_\_\_\_\_
- Does your company maintain inventory:    Yes    No
- Do you collect Sales Tax:    Yes    No
- Tax Rate: \_\_\_\_\_ Name of agency: \_\_\_\_\_
- Tax Rate: \_\_\_\_\_ Name of agency: \_\_\_\_\_
- Tax Rate: \_\_\_\_\_ Name of agency: \_\_\_\_\_
- Does your company use sales orders to track customer orders & backorders for products not yet delivered    Yes    No
- Do you want to use QuickBooks Payroll:    Yes    No
- Does your company prepare estimates:    Yes    No
- Does your company do progress billing for partial work completed:    Yes    No
- Would you like to track the time you and your employees spend on each job:    Yes    No
- Do you have different departments or locations you would like to track separately:    Yes    No
- Would you like to:            enter bills first & pay later    OR    enter checks directly as you pay them (circle one)
- What are the different types of income you receive:

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- What are some specific types of expenses you would like to track:

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- Do you receive full payment at the time you provide services or products: Always Sometimes Never
- Do you send: Invoices Monthly statements
- Service Items to use for billing customers and prices:

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- Are any of the above items sub-contracted out: Yes No
- If yes, cost of service to your company:

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- Items you sell but don't keep an inventory on and prices:

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- Are the above items purchased for specific customers:  
Yes No

- Do you have other items you charge for such as shipping, copying, etc.: Yes No
- If yes, list item and price:

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- Do you pay for the above items, then request reimbursement from your customers:    Yes      No

- What prices do you charge on reimbursed items:

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- List all items you keep in inventory:

item      cost    sell price    taxable    re-order#    on hand

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- Please put a "T" next to the above items which are taxable.
- At what inventory level do you like to re-order the above items? Please circle a number for re-order next to the item above.
- What are the items above current quantity on hand?
- Do any customers owe you money as of your start date:  
Yes              No
- If yes, list name and amount as of start date:

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- Do you track more than one job for a single customer:  
Yes      No
- If yes, list name of customer and name of job with amount owed as of start date:

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Do you owe any money to your vendors as of your start date:  
Yes          No

If yes, list name of vendor and amount owed as of your start date:

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Do you have any business credit cards:          Yes          No

If yes, list names:

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Do you have any business lines of credit:          Yes          No

If yes, list names:

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Do you have and Loans or notes payable:          Yes          No

If yes, list names, unpaid balance as of start date, and whether long term (> 1 year) or short term (< 1 year):

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Do you have a "Petty Cash" account:          Yes          No

Do you want to print checks and deposit slips from QuickBooks:  
Yes          No

Have you loaned any money to anyone:          Yes          No

If yes, list name and amount owe as of start date:

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Do you have any equipment, fixtures or furniture for business:  
Yes          No

Do you have Business Property:          Yes          No

Has your Business made any investments:          Yes          No

- If yes to any of the previous three questions, list name and value as of start date:

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Please list any concerns, questions or requests you may have:

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

Phone: \_\_\_\_\_

Date Completed: \_\_\_\_\_

“Please attach your Business Card to this page.”

Return to:

A Reliable Bookkeeping Service  
Office: (408) 378-8801  
Fax: (408) 370-9633  
E-mail: [Debbie@areliableservices.com](mailto:Debbie@areliableservices.com)