

CLIENT ENGAGEMENT CONTACT DETAILS

CLIENT TASKLIST	DETAILS	✓
CLIENT DETAILS		
BUSINESS NAME:		
BUSINESS OWNERS NAMES:	/ / /	
MAIN CONTACT PERSON:		
TYPE BUSINESS:		
PHONE:		
FAX:		
MOBILE:		
EMAIL:		
ADDRESS:		
WEBSITE:	WWW.	
SOFTWARE TYPE AND ACCESS CODES		
TWITTER: FACEBOOK: LINKEDIN:		
ACCOUNTANT DETAILS		
COMPANY NAME:		
ACCOUNTANT:		
PHONE:		
FAX:		
MOBILE: (ACCOUNTANT)		
EMAIL:		
ADDRESS:		
WEBSITE:	WWW.	
HOW IS INFORMATION TRANSFERRED TO THE ACCOUNTANT		
INFORMATION FOR CLIENT:		
BOOKKEEPER DETAILS:	NAME ADDRESS MOBILE	
ENGAGEMENT LETTER:	HELD AND CURRENT AND SIGNED	
BOOKKEEPER FREQUENCY:	DAILY / WEEKLY/ MONTHLY / QUARTERLY / ANNUALLY	

CLIENT ENGAGEMENT CONTACT DETAILS

BOOKKEEPER TASKS:		
ENTER SALES	YES or NO	
ENTER PURCHASES	YES or NO	
RUN PAYROLL	YES? FREQUENCY / NO. EMPLOYEES or NO	
TIMESHEETS	YES or NO	
INVENTORY	YES or NO	
RECONCILIATIONS	NO. BANKS / NO. CREDIT CARDS / OTHER	
SALES TAX FILINGS	YES or NO	
BACKUP FILE	BACKUP FILE TO BOOKKEEPERS USB AND BACKUP LEFT FOR CLIENT	
OTHER:		
CLIENT REGISTRATION DETAILS		
SALES TAX REGISTERED	YES or NO	
SALES TAX BASIS	CASH / ACCRUAL	
SALES TAX FREQUENCY	MONTHLY/ QUARTERLY / ANNUAL	
PAYROLL WITHHOLDING	SEMI WEEKLY / MONTHLY/ QUARTERLY	
PAYROLL FILING BUSINESS or BOOKKEEPER?	PAPER / BUSINESS PORTAL / AGENTS PORTAL	
PAYROLL GARNISHMENTS	YES? / AMOUNT OR NO	
FRINGE BENEFITS	YES? / AMOUNT OR NO	
PAYROLL TAX	YES or NO	
STATE PAYROLL TAX	YES or NO	
CLIENTS REQUIREMENTS		
REPORTS		
ADDITIONAL TASKS		
ACCOUNTANTS REQUIREMENTS		
REPORTS		
EOY		
OTHER NOTES		
PRIVATE		