**DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BUSINESS INFO:**

**Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Contact number/ E-mail:**

**Company Name: Address: Industry Type: Entity Type:** [ ]  Sole Prop. [ ]  Partnership [ ]  Corp. **How long in business?**

**Number of shareholders: \_\_\_\_\_\_\_\_\_\_ Business Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Documents required: Bank statements, credit card statements, list of liabilities, assets.**

**Gross Revenue:** [ ]  > 100K [ ] 100-250 K [ ]  250-500K [ ]  500- 1M. [ ]  > 1M.

**SERVICES:**

**When do you need our services?**

[ ]  Right Away [ ]  Within a month [ ]  > 1month

**What Services are you interested in?**

[ ]  **Bookkeeping** – Compilations and calculations of all financial transactions.

* Bank Account: How many bank/savings accounts? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of bank transactions (average/month): [ ]  1-50 [ ]  51-100 [ ]  101-150 [ ]  151-200 [ ]  >201

* Credit Card: How many credit cards? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of CC transactions (average/month): [ ]  1-50 [ ]  51-100 [ ]  101-150 [ ]  151-200 [ ]  >201

* Loan: Does the company have any loans? How many? \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Line of credit: Does the company have any line of credit? How many? \_\_\_\_\_\_\_

Number of transactions (average/month): \_\_\_\_\_\_\_\_\_\_\_

* Fixed Asset: if the company owes vehicles and/or equipment, inform the quantity (Do not include leasing and/or Items under $1 K):
	+ Vehicles:\_\_\_\_\_\_\_\_\_\_
	+ Equipment:\_\_\_\_\_\_\_\_
	+ Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other payments: does the company pay bills with other payment methods, such: personal bank account or cash? Number of transactions (average/month): \_\_\_\_\_\_\_\_\_\_\_

[ ]  **Invoices (Billing a client)** – [ ]  1-4 per month [ ]  4-8 per month [ ]  8-12 per month [ ]  >13

[ ]  **HST Filing** – Frequency: [ ]  Monthly [ ]  Quarterly [ ]  Annual.

[ ]  **WSIB Premium remittance** – Frequency [ ]  Monthly [ ]  Quarterly [ ]  Annual.

[ ]  **Union dues Remittance** – Which Union? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  **Payroll** – How many employees?[ ]  1-6 employees [ ]  7-13 employees [ ]  14-20 employees [ ]  >21 employees

* Frequency: [ ]  Weekly [ ] Bi-Weekly [ ]  Monthly [ ]  Semi-Monthly
* Note that the Payroll Remittance to CRA, T4 & ROE are included.
* Berman & Associates will provide the paycheques/paystubs, please choose:

[ ]  Berman & Associates will print the cheques and the client will pick them up in the office.

[ ]  Berman & Associates will print the cheques and send them by mail (the cost of the mail will be paid by the client).

[ ]  Berman & Associates will send the paystubs/cheques by e-mail and the client will pay employees directly.

[ ]  **Vendor/Subcontractor Payment** – [ ]  1-4 per month [ ]  4-8 per month [ ]  8-12 per month [ ]  > 13 per month

[ ]  **Corporate Taxes**

[ ]  **Financial Statements**

[ ]  **Other:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  **QuickBooks Set Up Fee** – Berman & Associates will charge an onetime fee for existing companies to set up the business info into the bookkeeping system.

[ ]  **QuickBooks Review Fee** – Berman & Associates will charge hourly fee to review and correct any issues found due to incorrect or missing journal entries, etc.

\* Please note that all information above is business related. Inform only bank account, credit card, loan, line of credit & fixed asset under the business name. We may ask additional questions to determine the Bookkeeping hours spent on file.