**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.