

All in One Tax Services

New Bookkeeping Client info Sheet

Set up Rates/Requirements:

- One **time Set-Up Fee \$175.00** includes set up and entering your first month's activity.
- **Hourly Rate: \$35.00** (actual work time billed, 20 min. worked = 20 min. billed)
- You will be billed monthly/quarterly for work done the previous month/quarter; payment is due within 15 days of receipt of invoice. A late fee of **\$40.00** applies each 30 days after receipt of invoice that remains up-paid.
- You will receive (monthly or Qtrly) summary reports.
- We use QuickBooks 2010 and 2012 Accountants Versions, to track your income and expenses. We can also utilize your copy of Quickbooks online if you have that available.
- A Flat rate applies for extra services (see our pricing sheet).
- We do not charge a trip charge, unless we need to make a special (unscheduled) trip out, at which time a **\$15.00** Trip Fee applies and will be added to your next invoice.

Required each month:

1. End of month Bank statement(s) (you should have an account strictly for your business (not so for Sole-Proprietors, though it is easier to track your business only expenses if you go this route) – if you just want us to track income and expenses, with no Balance Sheets, providing this info is not necessary.
2. All cash and bank (bus. Credit, debit, etc.) receipts and/or statements
3. Depreciation info if applicable – ie. Bus. Equipment, auto or other fixed assets purchased for the business.
4. Prior year's Tax return (if you plan on using us to file taxes)
5. Name and contact info of your CPA (if any)

Just remember, bring ALL receipts having to do with your business in each month. For any Meal/Entertainment receipts you will need to justify why you are using them (taking out a client, employee lunch, etc.)

If you are unsure whether you can use them for your business or not, bring them in anyway, or give us a call – Advice is always FREE!

Tell us a little about you:

Business Name: _____

DBA: _____

Business Address: _____

City: _____ Zip: _____

Mailing Address (if differs): _____

City: _____ Zip: _____

Bus. Phone: _____ Cell: _____

Fax: _____

Contact Name: _____

Alternate Phone: _____

Email: _____

Website: _____

Now tell us a little about your business:

Type of Business (Industry): _____

Date you started: _____ Sole Prop/Partnership (circle one)

All Persons involved:

1 Name: _____ SSN: _____

2 Name: _____ SSN: _____

3 Name: _____ SSN: _____

EIN: _____ TID No.: _____

Do you charge sales tax? Yes/No if Yes - Monthly/Qtly/Annual (circle one)

Do you use estimates? (ie. Quotes, bids, proposals): Yes/No

Do you want us to keep track of/pay bills you owe? Yes/No

Do you accept credit cards? Yes/No

Do you want to keep track of contractor/employee time? Yes/No (We outsource Payroll to ADP, but can submit timecards to them for you if you use their service)

What do you have? W-2 Employees or 1099 Contractors or Both

Would you like to track an existing business bank account(s)? Yes/No

If Yes: Bank Name: _____

Address: _____

City: _____ Zip: _____

If Yes: Bank Name: _____

Address: _____

City: _____ Zip: _____

If Yes: Bank Name: _____

Address: _____

City: _____ Zip: _____

Please provide further info you feel would aid in serving you better!
