



INITIAL BOOKKEEPING CONSULTATION

CLIENT QUESTIONNAIRE

1 START HERE

Before the consultation

Complete what you can. Estimates are welcome. Do not email passwords, account numbers, Social Security numbers, or sensitive records. We will provide a secure upload link if documents are needed after the call.

BUSINESS / ORGANIZATION NAME**CONSULTATION DATE****YOUR NAME****TITLE****PHONE****EMAIL****PREFERRED COMMUNICATION**☐ Email☐ Phone☐ Video meeting☐ Other

2 YOUR BUSINESS

LEGAL NAME**DBA / TRADE NAME****ENTITY TYPE**☐ Sole proprietor☐ LLC☐ Partnership☐ S corporation☐ C corporation☐ Nonprofit☐ Unsure**STATE FORMED****YEAR FORMED****INDUSTRY / PRIMARY ACTIVITY****OWNERS AND OWNERSHIP PERCENTAGES****NUMBER OF ENTITIES****NUMBER OF LOCATIONS****STATES OF OPERATION****APPROXIMATE ANNUAL REVENUE**☐ Under \$250K☐ \$250K-\$500K☐ \$500K-\$1M☐ \$1M-\$3M☐ \$3M+☐ Prefer to discuss

**BUSINESS STAGE**☐ New☐ Established☐ Rapid growth☐ Restructuring☐ Preparing to sell**3 WHAT YOU NEED**

Tell us what prompted the conversation and what a successful relationship would look like.

SERVICES YOU MAY NEED☐ Monthly bookkeeping☐ Catch-up bookkeeping☐ Historical cleanup / corrections☐ System setup or conversion☐ Accounts payable support☐ Customer invoicing / A/R☐ Payroll coordination☐ Sales-tax support☐ 1099 preparation☐ Monthly reporting☐ Budgeting / cash-flow planning☐ Controller / advisory support**WHAT PROMPTED YOU TO SEEK HELP NOW?****WHAT IS NOT WORKING WELL TODAY?****TOP CONCERN 1****TOP CONCERN 2****TOP CONCERN 3****DESIRED START DATE****IMPORTANT DEADLINE****REASON****DEADLINE TYPE**☐ None☐ Tax filing☐ Loan☐ Investor / board☐ Sale☐ Other**WHAT WOULD A SUCCESSFUL RELATIONSHIP LOOK LIKE?**



4 CURRENT BOOKKEEPING SETUP

ACCOUNTING SOFTWARE

- | | | |
|--|---|-------------------------------|
| ☐ QuickBooks Online | ☐ QuickBooks Desktop | ☐ Xero |
| ☐ Spreadsheet | ☐ Other | ☐ None |

SOFTWARE NAME / VERSION, IF OTHER**WHO MAINTAINS THE BOOKS?**

- | | | |
|---|---|-------------------------------------|
| ☐ Owner | ☐ Employee | ☐ Bookkeeper |
| ☐ CPA / tax preparer | ☐ No one currently | |

BOOKS CURRENT THROUGH**ACCOUNTS RECONCILED THROUGH****REPORTING METHOD**

- | | | |
|-------------------------------------|--|---------------------------------|
| ☐ Cash basis | ☐ Accrual basis | ☐ Unsure |
|-------------------------------------|--|---------------------------------|

TRACKING USED

- | | | |
|--|------------------------------------|--|
| ☐ Classes / departments | ☐ Locations | ☐ Projects / jobs |
| ☐ None | ☐ Unsure | |

CURRENT ACCESS

- | | | |
|---|--|--|
| ☐ Administrator access available | ☐ Accountant access available | ☐ Access needs review |
|---|--|--|

CURRENT FEATURES

- | | |
|--|--|
| ☐ Bank feeds connected | ☐ Receipt capture used |
| ☐ Bills entered in software | ☐ Invoices created in software |
| ☐ Payroll integrated | ☐ Prior accountant still has access |

ANYTHING ELSE WE SHOULD KNOW ABOUT THE CURRENT SETUP?



5 VOLUME AND FINANCIAL ACCOUNTS

Estimates are sufficient for the initial consultation.

AVERAGE MONTHLY TRANSACTIONS

☐ Under 100☐ 100-250☐ 251-500☐ 501-1,000☐ 1,000+☐ Unsure

OPERATING ACCOUNTS

SAVINGS ACCOUNTS

OTHER BANK ACCOUNTS

CREDIT-CARD ACCOUNTS

LOANS / LINES OF CREDIT

MONTHLY DEPOSITS

APPROXIMATE MONTHLY DEPOSIT TOTAL

PAYMENT PROCESSORS

☐ Stripe☐ Square☐ PayPal☐ Shopify☐ Amazon☐ Venmo / Cash App☐ Other

CASH TRANSACTIONS

☐ None☐ Occasional☐ Regular / significant

PERSONAL AND BUSINESS EXPENSES

☐ Fully separate☐ Some commingling☐ Significant commingling☐ Unsure

OTHER ACCOUNTS, PROCESSORS, CURRENCIES, OR UNUSUAL TRANSACTION ACTIVITY



6 SALES, CUSTOMERS, AND VENDORS

HOW CUSTOMERS PAY

- ☐ At time of sale ☐ Invoice later ☐ Subscription
- ☐ Milestones ☐ Other

CUSTOMER INVOICES / MONTH

VENDOR BILLS / MONTH

WHO APPROVES PAYMENTS?

OUTSTANDING CUSTOMER BALANCES

- ☐ Minimal ☐ Moderate ☐ Significant ☐ Unsure

HOW BILLS ARE PAID

- ☐ Bank / card directly ☐ Bill-pay platform ☐ Checks ☐ Other

JOB OR PROJECT COSTING

- ☐ Required ☐ Helpful ☐ Not needed ☐ Unsure

**7 PAYROLL, CONTRACTORS, AND SALES TAX****FULL-TIME EMPLOYEES****PART-TIME EMPLOYEES****EMPLOYEE STATES****PAYROLL PROVIDER****APPROX. CONTRACTORS****PAYROLL FREQUENCY**☐ Weekly☐ Biweekly☐ Semimonthly☐ Monthly☐ Other**OWNERS ON PAYROLL**☐ Yes☐ No☐ Unsure / not applicable**W-9S COLLECTED**☐ Yes☐ No☐ Some☐ No contractors**1099 PREPARATION**☐ Needed☐ Handled elsewhere☐ Unsure**SALES TAX**☐ Not applicable☐ Registered☐ May need registration☐ Unsure**SALES-TAX STATES / LOCALITIES****FILING STATUS**☐ Current☐ Behind☐ Notices received☐ Unsure**OTHER PAYROLL ITEMS**☐ Tips / gratuities☐ Employee reimbursements☐ Retirement plan☐ Health benefits☐ Garnishments☐ Workers' compensation**PAYROLL, CONTRACTOR, OR SALES-TAX NOTES**



8 INVENTORY, ASSETS, AND DEBT

INVENTORY

- ☐ None ☐ Products held for sale ☐ Materials / work in process ☐ Unsure

INVENTORY SYSTEM**NUMBER OF LOCATIONS****INVENTORY COUNTS**

- ☐ Monthly ☐ Quarterly ☐ Annual ☐ Not performed

FIXED ASSETS

- ☐ Minimal ☐ Vehicles / equipment ☐ Real estate ☐ Significant purchases

SCHEDULES AVAILABLE

- ☐ Asset schedule current ☐ Asset schedule outdated ☐ No asset schedule
☐ Debt schedules available ☐ Debt schedules incomplete ☐ No debt

9 TAX COORDINATION

INCOME-TAX PREPARER

- ☐ Clear Course requested ☐ Another CPA / EA ☐ Self-prepared ☐ Need referral

LATEST BUSINESS RETURN FILED**TAX PREPARER / CONTACT****MAY WE COORDINATE DIRECTLY?**

- ☐ Yes ☐ No ☐ Discuss first

TAX STATUS

- ☐ Income tax current ☐ Income tax behind / unsure ☐ Payroll tax current
☐ Payroll tax behind / N/A ☐ Sales tax current ☐ Sales tax behind / N/A

NOTICES OR AUDITS

- ☐ None ☐ Current notice / audit ☐ Prior unresolved matter ☐ Prefer to discuss



10 REPORTING AND COMMUNICATION

REPORTS YOU WANT

- | | |
|--|--|
| ☐ Profit and loss | ☐ Balance sheet |
| ☐ Cash-flow statement | ☐ Budget vs. actual |
| ☐ A/R and A/P aging | ☐ Department / location reports |
| ☐ Project profitability | ☐ KPI dashboard |
| ☐ Cash forecast | ☐ Lender / board reporting |

REPORTING FREQUENCY

- | | | | |
|----------------------------------|------------------------------------|--|--------------------------------|
| ☐ Monthly | ☐ Quarterly | ☐ Year-end only | ☐ Other |
|----------------------------------|------------------------------------|--|--------------------------------|

DELIVERY BY BUSINESS DAY**PRIMARY CONTACT / ROLE****REVIEW MEETING**

- | | | | |
|----------------------------------|------------------------------------|------------------------------------|--|
| ☐ Monthly | ☐ Quarterly | ☐ As needed | ☐ Not requested |
|----------------------------------|------------------------------------|------------------------------------|--|

PRIMARY REPORT USERS

- | | | |
|---------------------------------|-------------------------------------|---------------------------------------|
| ☐ Owner | ☐ Management | ☐ Board |
| ☐ Lender | ☐ Investor | ☐ Tax preparer |

DOCUMENT DELIVERY

- | | | | |
|--|---|--|---|
| ☐ Client portal | ☐ Email when appropriate | ☐ Shared system | ☐ To be determined |
|--|---|--|---|

TYPICAL RESPONSE TIME

- | | | | |
|-----------------------------------|--|---------------------------------|---------------------------------|
| ☐ Same day | ☐ 1-2 business days | ☐ Weekly | ☐ Varies |
|-----------------------------------|--|---------------------------------|---------------------------------|

DECISIONS YOU WANT BETTER FINANCIAL INFORMATION TO SUPPORT



11 HISTORY, RISKS, AND TIMING

CATCH-UP PERIOD

- | | | |
|--------------------------------------|--|-------------------------------------|
| ☐ None | ☐ 1-3 months | ☐ 4-6 months |
| ☐ 7-12 months | ☐ More than 12 months | |

KNOWN CLEANUP ISSUES

- | | | |
|--|--|--|
| ☐ Uncategorized items | ☐ Unreconciled accounts | ☐ Duplicate / missing entries |
| ☐ Incorrect balances | ☐ Unsure | |

PRIOR-YEAR TAX ADJUSTMENTS

- | | | |
|--------------------------------------|--|---------------------------------|
| ☐ Significant | ☐ Not significant | ☐ Unsure |
|--------------------------------------|--|---------------------------------|

OWNERSHIP / ENTITY CHANGES

- | | | |
|---------------------------------------|--|---|
| ☐ None planned | ☐ Expected within 12 months | ☐ Recently completed |
|---------------------------------------|--|---|

GROWTH / TRANSACTION CHANGES

- | | | | |
|---------------------------------|-----------------------------------|--|--|
| ☐ Stable | ☐ Seasonal | ☐ Growing quickly | ☐ New location / entity / channel planned |
|---------------------------------|-----------------------------------|--|--|

FUNDING OR TRANSACTION EVENT

- | | | |
|--------------------------------------|-------------------------------|-------------------------------------|
| ☐ None | ☐ Loan | ☐ Investment |
| ☐ Acquisition | ☐ Sale | ☐ Other |

DEADLINE**REASON****COMPLEXITY OR RISK FACTORS**

- | | |
|---|--|
| ☐ Multiple entities | ☐ Multiple states |
| ☐ International activity | ☐ Cash-intensive operations |
| ☐ Trust / client funds | ☐ Regulated industry |
| ☐ Tax notices | ☐ Prior fraud / control concern |
| ☐ Urgent deadline | ☐ Incomplete source records |

ANYTHING WE SHOULD KNOW BEFORE REVIEWING THE BOOKS



12 INITIAL RECORDS AVAILABLE

Do not send records by ordinary email

After the consultation, we will identify only the records needed and provide a secure upload method.

RECORDS CURRENTLY AVAILABLE

- | | |
|--|--|
| ☐ Recent profit and loss | ☐ Recent balance sheet |
| ☐ General ledger / trial balance | ☐ Bank reconciliation reports |
| ☐ A/R and A/P aging | ☐ Prior-year business tax return |
| ☐ Bank and credit-card statements | ☐ Payroll summaries / filings |
| ☐ Sales-tax returns | ☐ Loan schedules |
| ☐ Merchant-processor reports | ☐ Inventory reports |
| ☐ Fixed-asset schedule | ☐ Formation / ownership documents |

RECORDS CAN BE PROVIDED

- | | | | |
|---|--|---|---------------------------------|
| ☐ Within 2 business days | ☐ Within 1 week | ☐ More time needed | ☐ Unsure |
|---|--|---|---------------------------------|

ACCOUNTING ACCESS

- | | | |
|--|---|--|
| ☐ Can invite accountant | ☐ Need help providing access | ☐ No system currently |
|--|---|--|

PREFERRED NEXT STEP

- | | | |
|---|--|--|
| ☐ Receive a proposal | ☐ Diagnostic review first | ☐ Discuss options on the call |
|---|--|--|

13 FINAL QUESTIONS

HOW DID YOU HEAR ABOUT US?**WHO WILL APPROVE THE ENGAGEMENT?****CONSIDERING OTHER PROVIDERS?**

- | | | |
|------------------------------|-----------------------------|--|
| ☐ Yes | ☐ No | ☐ Prefer not to say |
|------------------------------|-----------------------------|--|

WHAT MATTERS MOST?

- | | | |
|------------------------------------|---|---|
| ☐ Price | ☐ Responsiveness | ☐ Accuracy |
| ☐ Reporting | ☐ Advisory | ☐ Full-service support |

QUESTIONS FOR CLEAR COURSE**ANYTHING ELSE YOU WOULD LIKE US TO KNOW**