



## Contact Information

Company Name \_\_\_\_\_

### Location 1: Billing Address/Primary Company Address

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Location 2: (Use Back of Form for Additional Locations)

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Contacts: (Use Back of Form if Necessary)

Primary Contact 1: \_\_\_\_\_ Direct Line/Ext \_\_\_\_\_

Position/Title: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Contact 2: \_\_\_\_\_ Direct Line/Ext \_\_\_\_\_

Position/Title: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Accounting/Bookkeeping Contact at Company \_\_\_\_\_

Direct Line/Ext.: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Website

\_\_\_\_\_

If you do not have a Website, do you intend to build one? \_\_\_\_\_



## Company Information

Last Month of Tax Year (e.g., Dec)? \_\_\_\_\_

Tax Type:    C-Corp    S-Corp    LLC    Partnership    Schedule C    501(c)3

Other: \_\_\_\_\_

On which basis do you file your tax return? (Circle One)    Accrual    Cash    Not Sure

Owner Information:

Owner 1: \_\_\_\_\_ % Ownership \_\_\_\_\_

Owner 2: \_\_\_\_\_ % Ownership \_\_\_\_\_

Owner 3: \_\_\_\_\_ % Ownership \_\_\_\_\_

What is your industry? \_\_\_\_\_

## Previous Consulting

Who prepared your most recent income tax return? (Please provide the name of the organization, your contact, and phone number.)

\_\_\_\_\_

Are you currently a client of this tax preparer?    Yes    No

If yes above, what additional services, if any, does this tax preparer provide your company (e.g., write-up services, financial planning, income tax planning, payroll preparation, sales tax return preparation, etc.)?

\_\_\_\_\_

Do you receive accounting support or accounting software consulting from any accountant other than the tax preparer you noted above? (Including contract bookkeeping support?)    Yes    No  
If yes, who provides these services and what services do they provide?

\_\_\_\_\_

## Income Tax Return History

As of the date of this interview, has your company filed all income tax returns to the IRS and all applicable states? \_\_\_\_\_ If no, please list each taxing authority and the tax year involved:

Authority: \_\_\_\_\_ Fiscal Year End \_\_\_\_\_

Authority: \_\_\_\_\_ Fiscal Year End \_\_\_\_\_

Authority: \_\_\_\_\_ Fiscal Year End \_\_\_\_\_



## QuickBooks Goals

I am *immediately* interested in using QuickBooks as a: (*Check One*)

**Basic, Streamlined Use**

Tool for tracking certain financial information for my company (e.g., keeping cash current and tracking what customers owe me). My accountant will gather most of the financial information necessary to prepare my tax return at the end of the year using financial information other than QuickBooks reports.

**Involved, Thorough Use**

Complete bookkeeping solution so that I have all, or almost all, of the information in QuickBooks that my accountant will need to prepare financial statements (Balance Sheet, Income Statement, and Cash Flow Statement) and my tax return. However, I don't intend to use the financial information in QuickBooks to make significant decisions regarding the management of my company without the direct assistance of my accountant.

**Maximum Use that Includes both Data Entry and Business-specific data entry /reporting**

Complete bookkeeping solution that includes almost all of the information my accountant needs to prepare my tax returns as well as all of the critical reports I need to make significant management decisions about my company.

**Note:** *Using QuickBooks at this level could involve more complicated data entry methods that may necessitate additional employees and/or additional training for your employees. Using the program at this level may also require the integration of QuickBooks with other accounting solutions. We will notify you of all estimated costs before implementing QuickBooks at this level. In most situations, it is best to implement QuickBooks in phases so that we accomplish this level of reporting over a period of no less than 6 months and no more than 2 years.*

## QuickBooks Licenses, Users and Networking

How many people in your company will use QuickBooks?

How many computers will run QuickBooks?

Will you host the QuickBooks data on a dedicated server?

On a scale of 1 to 10, 1 being no *bookkeeping* experience and 10 being a *bookkeeping* expert, rate the skill level of your bookkeeping staff. (Include the owner if the owner will do any QuickBooks data entry. Use the back of this page for additional bookkeepers.)

Name/Level: \_\_\_\_\_ / \_\_\_\_\_

Name/Level: \_\_\_\_\_ / \_\_\_\_\_

Name/Level: \_\_\_\_\_ / \_\_\_\_\_

Name/Level: \_\_\_\_\_ / \_\_\_\_\_



On a scale of 1 to 10, 1 being no QuickBooks experience and 10 being a QuickBooks expert, rate the skill level of your bookkeeping staff. (Include the owner if the owner will do any QuickBooks data entry. Use the back of this page for additional bookkeepers.)

Name/Level: \_\_\_\_\_ / \_\_\_\_\_

Name/Level: \_\_\_\_\_ / \_\_\_\_\_

Name/Level: \_\_\_\_\_ / \_\_\_\_\_

Name/Level: \_\_\_\_\_ / \_\_\_\_\_

Name/Level: \_\_\_\_\_ / \_\_\_\_\_

Rate the level of access permissions you need in QuickBooks (*Check One*)

- All of my employees will have access to all of my company and financial information.
- I want to restrict access to certain features and reports associated with those features (e.g., no Accounts Payable or Accounts Payable Reports).
- I want to restrict users to the use of specific input windows, specific activities, specific bank accounts and/or specific reports.

## Payroll Preparation

**Skip this section if you do not have any employees, including the owner.**

How many employees do you have? \_\_\_\_\_

How many employees are salaried? \_\_\_\_\_

How many employees are paid hourly wages? \_\_\_\_\_

**Circle one in each question below**

- |  |     |    |
|--|-----|----|
| Do you need to track overtime wages for your employees?                        | Yes | No |
| Do you need to track worker's compensation costs by job or department (class)? | Yes | No |
| Do you have a dedicated checking account for payroll?                          | Yes | No |
| Do you need to track your employees' time in your accounting system?           | Yes | No |

**Note:** *Time tracking in QuickBooks is required if you want to track labor costs by job or department (class). It is also necessary if you invoice your customers/clients based on how many hours your employees work on a job.*



How do you currently process your payroll? (Check One)

- I prepare payroll myself by hand – no software
- I prepare payroll myself using QuickBooks
- I prepare payroll myself using software other than QuickBooks  
(Please Specify)

- 
- I prepare payroll using the QuickBooks Assisted Payroll Service
  - I outsource my payroll to a payroll service  
(Please Specify)

Since you outsource your payroll already, are you interested in speaking to a representative from Intuit Complete Payroll? (Circle One)    Yes    No

### Sales and Customer Information

What is your approximate annual revenue? \_\_\_\_\_

Approximately how many sales transactions do you complete per year? \_\_\_\_\_

What is your approximate average income per sale? \_\_\_\_\_

**Where applicable, circle one in each question below**

Do you intend to track each individual sales transaction in QuickBooks?    Yes    No

If no, how will you process sales?

*Cash Register    Retail Software    Time & Billing Software    Medical Billing Software    Other*

---

If applicable, which specific retail software application do you use?

---

If applicable, which brand and model of cash register do you use?

Do you send invoices to your customers/clients?    Yes    No    Some (% \_\_\_\_\_)

Do you bill customers/clients in phases for long term projects/jobs (i.e., Progress Bill)?  
Yes    No

Do you receive payment at the time services/products are delivered to your customers/clients?  
Yes    No    Some (% \_\_\_\_\_)

Do you charge different prices depending on the customer?    Yes    No

If you charge for services, do you charge a different amount depending on who performs the work?  
Yes    No    Does Not Apply



Do you sell products through a Web Store? Yes No Some (% \_\_\_\_\_)  
If so, which Web Store host do you use? \_\_\_\_\_

Is your Web store integrated with QuickBooks? Yes No  
If no, are you interested in integrating your web store with QuickBooks?  
Yes No

Do you intend to process sales using Estimates or Quotes?  
Yes No I'm not sure. (Please Help Me to Decide)

Do you intend to process sales using Sales Orders? (Circle One)  
Yes No I'm not sure. (Please Help Me to Decide)

Do you pay sales-based commissions? (Circle One) Yes No

Do you accept credit cards? Yes No

If Yes, how do you process credit cards?  
QuickBooks QuickBooks Point of Sale Other Merchant Service

If you use a merchant service other than QuickBooks, do you want to speak to a representative from Intuit about Intuit's merchant services? (Card readers are available for both QuickBooks and QuickBooks Point of Sale. Reduced costs may apply.) Yes No

### Sales Tax Information

**Note:** If you do not collect sales tax, please skip this section.

Please list all counties for which you collect Sales Tax:

- I have more than 10 states/counties for which I collect sales tax. A list is attached to this interview.
- I have 10 or fewer states/counties for which I collect sales tax. The agencies are listed below (include state references if states are different than your primary company address).

---

---

---



How do you process sales tax returns? (Check One)

- I prepare sales tax returns by hand, within the Company
- My CPA/Tax Preparer prepares my sales tax returns
- I use a contract bookkeeper or bookkeeping service for sales tax return preparation

Other (Please Specify) \_\_\_\_\_

**Where applicable, circle one in each question below**

As of the date of this interview, have you filed all sales tax returns and paid all sales taxes for the past 24 months correctly and on time? (Circle One)      Yes    No    I'm Not Sure

If no, please list which agencies and which calendar months/quarters are involved. If you received notices from any sales tax agencies, please attach all notices for unresolved issues to this interview. Use the back of this page if more than three sales tax agencies are involved.

Agency (City, County, or State):

\_\_\_\_\_  
 Month/Year \_\_\_\_\_ Notice Received?                      Yes                      No

.....

Agency (City, County, or State):

\_\_\_\_\_  
 Month/Year \_\_\_\_\_ Notice Received?                      Yes                      No

.....

Agency (City, County, or State):

\_\_\_\_\_  
 Month/Year \_\_\_\_\_ Notice Received?                      Yes                      No

**Inventory Questions**

**Note:** If you do not intend to sell products for which you track on hand quantities or back ordering, skip this section. Please complete this section even if you will use software other than QuickBooks to track this information.

**Perpetual Inventory Tracking (Check One)**

- I intend to use QuickBooks to track inventory perpetually.
- I intend to use another software solution to track inventory perpetually.

If so, do you know which software solution you intend to use?

Yes (specify) \_\_\_\_\_ No    I'm not sure. Please help me to decide.

If so, do you intend to integrate the solution with QuickBooks? (Circle One)

Yes    No    I'm not sure. Please help me to decide.

Approximately how many Inventory Items (SKUs) do you stock? \_\_\_\_\_



Do you use (or plan to use) bar code scanners to simplify the tracking of inventory receiving, shipping and movement within the stock room? Yes No

Do you currently store inventory in multiple warehouses/storage facilities? Yes No

If no, will you need to do so in the near future? Yes No

If yes, please provide the estimated month and year \_\_\_\_\_

Do you need to track inventory within a warehouse/storage facility by location on the floor (e.g., warehouse segment, shelf, or bin)? Yes No I'm not sure. Help me to decide.

Do you need to track inventory using multiple units of measure (for example, do you purchase by the weight and then sell by size or other measurement)? Yes No

Do you need serialized inventory tracking? Yes No

Do you currently use a shipping software solution? Yes No No, but I would like to begin doing so

If applicable, which solution do you use or intend to use: \_\_\_\_\_

If applicable, do you integrate your shipping software with QuickBooks? Yes No No, but I would like to begin doing so

Do you want/need to track the expiration and/or obsolescence of your inventory items? Yes No

Do you want/need to track scrap inventory as the result of the manufacture of products? Yes No

Do you want/need to track the damage of products caused during shipments from your suppliers? Yes No

Does your company produce a Bill of Lading when shipping products to customers? Yes No No, but I would like to begin doing so

If yes, please attach a sample to the completed interview.

Do you want/need to track shipment of products to your customers by carton/box/container, assigning weights, sizes and tracking numbers to each individual carton? Yes No



## Computer Hardware and Local Area Network

Are the computers in your office currently connected using a local area network?

If so, what kind of network do you have? (Circle One)

*Windows NT*    *Windows 2003*    *Windows XP (i.e., dedicated workstation)*    *Peer to Peer*  
*Other* \_\_\_\_\_

How many users will access the file simultaneously? \_\_\_\_\_

What type of Internet connection is available to the computer on which you will store the QuickBooks data file (i.e., the network server)? (Circle One)

*Dial Up*            *ISDN*            *DSL*            *Cable Modem*            *T1/T3*  
*Other* \_\_\_\_\_

Do you connect to your server from offsite locations using Terminal Server licenses            *Yes*    *No*    *No, but I'm interested in learning more*

If yes, how many terminal server licenses do you currently use? \_\_\_\_\_

## Miscellaneous QuickBooks Information

How many checking accounts do you have? \_\_\_\_\_

Do you enter/intend to enter bills into QuickBooks to pay later or to enter/print checks without first entering the bill? Note: If you file your tax return on the accrual basis you should enter the bills into QuickBooks as they arrive. (Circle One)            *Yes*            *No*

Do you pay 1099 vendors (contractors)? (Circle One)            *Yes*            *No*

If Yes, approximately how many contractors each calendar year? \_\_\_\_\_

Do you need or intend to use Purchase Orders to process orders from vendors/suppliers?  
*Yes*    *No*    *I'm not sure. Please help me to decide.*

Do you need a departmental Profit & Loss? (Circle One)            *Yes*            *No*            *Not Sure*

Do you need budget reports? (Circle One)            *Yes*            *No*            *Not Sure*

Do you need departmental budget reports (i.e., by Class)?            *Yes*            *No*            *Not Sure*

Do you need budget reports for each customer or job?            *Yes*            *No*            *Not Sure*

Do you need job cost reports? (Circle One)            *Yes*            *No*            *Not Sure*



### Data File Setup Information

On what date do you want to begin using QuickBooks? \_\_\_\_\_

Do you already own the appropriate number of licensed copies of QuickBooks?      Yes      No

If yes, which version and edition of QuickBooks do you own? \_\_\_\_\_

If yes, how many licenses of QuickBooks do you have? \_\_\_\_\_

Do you have access to accurate Profit & Loss (Income Statement) and Balance Sheet information from your current accounting software, bookkeeping service, accountant or other source?

Yes      No      Not Sure

Please provide the following information regarding the computers on which QuickBooks will operate:

Computer	User Name	Date of Purchase	O/S	Processor	RAM	Hard Disk Size
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						



We have established referral resources for all of our clients business and personal needs. Please let us know if you are interested in any of the following business or personal services:

Advertising/Marketing

Attorney

Bankers

Computer/Technology Solutions

Home Inspectors

Home/Business Remodeling

Inkjet & Printer Cartridge Refills

Insurance Agencies:

Life/Disability

Business/Commercial Liabilities

Health Insurance

Life/Business Coaching

Mortgage Consultants

Personal Financial Services

Photographer

Professional Organizer

Public Relations

Real Estate Agencies

Website Design & Development