

ST&R Business Solutions

12040 Beamer Rd, Ste. B
Houston, TX 77089



Please fill out this form and return so that we can better assess your bookkeeping and payroll needs. If necessary, attach any additional information about your specific situation that will help us better understand your business and finances.

We fully realize filling out forms take time; however, it will help us to gather accurate information and prevent costly mistakes. All personal data will be kept strictly confidential.

Personal Information

Name: _____

Address: _____

City: _____ State: _____ Zip _____

Home Phone: (_____) _____ - _____ Cell: (_____) _____ - _____

Email: _____ @ _____ . _____

Company Information

Name: _____

Address: _____

City: _____ State: _____ Zip _____

Phone: (_____) _____ - _____ X _____

Fax: (_____) _____ - _____

Email: _____ @ _____ . _____

Web Site www: _____ . _____

Industry: _____



1) How did you hear about ST&R Business Solutions Inc.?

2) Do you use QuickBooks? Yes ____ No ____

If yes, what year and edition? Year _____ Edition _____

If not, what other accounting solution are you currently using? (e.g., Quicken or other accounting software solution, compilation or bookkeeping services, a manual ledger system, etc.)

3) Do you have an existing accounting/bookkeeping contact? Yes ____ No ____

If yes, Name _____

Phone Number _____

Email address _____

4) How is the company formed?

Sole Proprietor ____ Partnership ____ C Corp. ____ S Corp. ____ LLC ____ LLP ____

5) When is your fiscal year end? Month/Year _____

6) Owner(s) Names / % ownership

_____/ ____%

_____/ ____%

_____/ ____%

_____/ ____%

_____/ ____%

_____/ ____%

7) Do you have a CPA? Yes ____ No ____

Name of CPA/CPA Firm: _____

Contact: _____



Address: _____

City: _____ State: _____ Zip _____

Phone: (_____) _____ - _____

Fax: (_____) _____ - _____

Email: _____ @ _____ . _____

8) Do you have employees? Yes ____ No ____

If yes, how many employees do you have? _____

9) Do you have contract labor employees? Yes ____ No ____

If yes, how many contract labor employees do you have? _____

10) Approximate number of customers a month? If you have several businesses, please specify the averages for each business.

11) Approximate number of invoices a month? If you have several businesses, please specify the averages for each business.

12) Approximate number of vendors? _____

13) Approximate number of checks written a month? _____

14) What is the company's approximate annual gross revenue? \$ _____

15) What is your average income per sale? If you have several businesses, please specify these averages for each business.



16) Do you use specific bank accounts for business and personal? Yes ____ No ____

If yes, please explain

17) Do you have all copies of your bank statements? Yes ____ No ____

If no, it would be helpful to order the necessary copies ASAP.

Ordered Date: Month _____ Year _____

18) Do you reconcile your bank statements? Yes ____ No ____

19) Which month is the last month reconciled? _____

20) Do you use specific credit cards for business and personal? Yes ____ No ____

If yes, please explain

#1 _____

#2 _____

#3 _____

21) Do you have all copies of your credit card statements? Yes ____ No ____

If no, it would be helpful to order the necessary copies ASAP.

#1 Ordered Date: Month _____ Year _____

#2 Ordered Date: Month _____ Year _____

#3 Ordered Date: Month _____ Year _____

22) Do you reconcile your credit card statements? Yes ____ No ____

23) Which month is the last month reconciled? _____

24) Have you made personal loans to your business? Yes ____ No ____

If yes, please explain



- 25) Do you have bank loans to your business? Yes ____ No ____
If yes, please explain _____

Loan Amount \$ _____ per month \$ _____
- 26) Do you have the last two years of tax returns? Yes ____ No ____
- 27) Do you collect Sales Tax? Yes ____ No ____
- 28) Are your Sales Tax payments current? Yes ____ No ____
If not what do you estimate you owe? \$ _____
- 29) Are you under any payment plans? Yes ____ No ____
- 30) Do you intend to track inventory? Yes ____ No ____
- 31) Do you categorize your inventory? Yes ____ No ____
- 32) Approximately how many inventory items do you stock? _____
- 33) Do you need a departmental profit and loss? Yes ____ No ____ # of depts.? _____
- 34) Do you need budget reports? Yes ____ No ____
- 35) How many accounts are budgeted? _____
- 36) Does the company need departmental budget reports? Yes ____ No ____
a) If yes, please explain _____
- 37) Does the company need budget reports for each customer or job? Yes ____ No ____
a) If yes, please explain _____
- 38) Do you need job cost reports? Yes ____ No ____
a) If yes, please explain _____



39) Do you need cash flow analysis? Yes ____ No ____

a) If yes, please explain _____

40) I am primarily interested in using QuickBooks for (check one)

- Management of the company only, tax return information is not kept in QuickBooks.
- Preparing financial statements for my tax returns or creditors only, no need for management reports.
- Both management and tax return records are essential to be tracked

41) Do you have access to accurate, monthly profit and loss reports or year-to-date GL balances from your previous system? _____

42) On a scale of 1 to 10, 1 being no bookkeeping experience and 10 being a bookkeeping expert, rate the skill level of your QuickBooks users.

Name/level: _____/____ Name/level: _____/____

Name/level: _____/____ Name/level: _____/____

43) Are you interested in using our firm to setup a new QuickBooks data file for your company?

Yes ____ No ____ Not Sure ____

If yes, please answer the following

Will the setup occur in the middle of a calendar year? Yes ____ No ____

Will the setup occur in the middle of a fiscal year? Yes ____ No ____

44) Do you already own the appropriate number of licensed copies of QuickBooks?

Yes ____ No ____

If not, you may purchase QuickBooks products at a significant discount from us.

45) If applicable, do you already own the appropriate number of licensed copies of other software we will install or configure? For example, QuickBooks POS or a QuickBooks

Add-on product? Yes ____ No ____

Product Name(s) and Version: _____

Product Name(s) and Version: _____

Product Name(s) and Version: _____



46) Do you do your own payroll? Yes ____ No ____

47) Do you bill clients by the hour? Yes ____ Sometimes ____ No ____

48) Do you use a time tracking program such as Timeslips? Yes ____ No ____

49) Do you have (or need) a cash register, Point of Sale System or separate customer billing software?

Yes ____ No ____

If yes, which one? _____

