



Business Solutions, LLC

Client Profile

Client Name: _____ Client Code: _____

Owner Name: _____ Is Owner main accounting contact? YES NO

Email: _____ Telephone # _____

Contact Name: (if different from owner) _____

Email: _____ Telephone # _____

Business Physical Address: _____

Mailing Address (if different): _____

Preferred Day of Rep Visit: Monday Tuesday Wednesday Thursday Friday

QuickBooks Online QuickBooks (Fluent Desktop) QuickBooks (Client Desktop)

SERVICES

Payroll Required

- Time Sheets
 Payroll Entry (ADP)
 Payroll Entry (Other)
 New Hire Paperwork
of Employees _____

Bank Reconciliation(s) -

Please provide # of accounts

- Checking Account _____
 Savings Account _____
 Business Loans _____
 Credit Card _____

Tax Forms

- Sales
 Use
 Quarterly Pmts

Health Insurance Management

Human Resource Duties

Accounts Payable

- Entering Invoices
 Scheduling Payments
 Creating AP Checks

If AP is required:

(please select all that apply)

- Pay via ACH
 Pay via Check
 Pay via CC
 Pay via QB Bank Feed

Accounts Receivable

- Enter Payments against Invoices (from scanned payment copies)
 Enter Payments against invoices (and prepare deposit)

Tax Forms

- W2
 1099
 Other

Banking Required

- Deposit Preparation
 Bank Deposit Delivery

Reporting Processes Required

- Monthly Profit & Loss
 Monthly Balance Sheet
 Monthly P&L Budget Overview

Classifications

- P&L by Classes
 P&L by Jobs
 Reports by Items
 Reports by Inventory

Inventory Controls & Setup

Notes on services not listed: