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Monaghan Financial Services, Inc.

QuickBooks Client Interview

Dear Client,

Please fill out this form and return it to us so that we can better assess your accounting software needs. Please return it via email or fax. If necessary, attach more information about your specific needs that will help us better understand your business.

1. Client Company Information

Company Name: _____

Address: _____ Sole Prop Partnership

City/St/Zip: _____ C Corp. S Corp.

Phone: _____ LLC LLP

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

Owner(s) Names / % ownership _____

Accounting/Bookkeeping Contact at company _____

Name of CPA Firm Contact / Phone _____ Phone

2. What is your industry? _____

3. Do you have employees? If so, how many employees do you have?

Do you intend to use, or are you currently using, QuickBooks to process your payroll? Yes No

If yes, which Intuit Payroll Service do you use? _____

If no, which Outside Payroll Service to you use? _____

4. What is the company's approximate annual revenue? _____

5. Do you collect Sales Tax? Yes No

6. How many sales do you complete per year and what is your average income per sale? If you have several businesses, please specify these averages for each business. _____

7. How many repeat customers/clients do you have? _____
8. Do you intend to use QuickBooks to track inventory? Yes ____ No ____
If so, approximately how many Inventory Items do you stock? _____
9. Do you have (or need) a cash register, Point of Sale System or separate customer billing software? Yes ____ No ____ If yes, which one?

10. Do you need multi-user access? Yes ____ No ____
If so, what kind of network do you have? _____
How many employees will access the file simultaneously? _____
How many users on the network have access to the Internet? _____
What type of Internet connection is available to the QuickBooks computer?

11. 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 in QuickBooks.
12. Do you pay 1099 vendors (contractors)? Yes ____ No ____ Approximate #?

13. Do you need a departmental profit and loss? Yes ____ No ____ # of depts.?

14. Do you need budget reports? Yes ____ No ____
How many accounts are budgeted? _____
Does the company need departmental budget reports? Yes ____ No ____
Does the company need budget reports for each customer or job? Yes ____ No ____

15. Do you need job cost reports? Yes ____ No ____
16. 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: _____/___
17. On a scale of 1 to 10, 1 being no QuickBooks experience and 10 being a QuickBooks expert, rate the skill level of your QuickBooks users.
Name/level: _____/___ Name/level: _____/___
Name/level: _____/___
18. What accounting solution are you currently using? (e.g., QuickBooks or another accounting software solution, compilation or bookkeeping services, a manual

ledger system, etc.)

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

20. Regarding the computer(s) on which QuickBooks will operate, please fill in this table:

Computer User Name	Year of Purch.	O/S	Processor	RAM Si	Hard Dis Size	CD?	Zip?	Internet?
1.								
2.								
3.								
4.								
5.								

21. 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

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

b. Will the setup occur in the middle of a fiscal year? Yes ___ No ___

22. 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. Go to **www.sleeterstore.com**

23. 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:

If not, would you like us to purchase and install the software for you? Yes ___ No ___

24. Will our consultants install or configure additional hardware? Yes ___ No ___

If so, would you like us to purchase the hardware for you? Yes ___ No ___
Hardware Needed:
