



We've created a tailored checklist of administrative tasks — bookkeeping, payroll, documentation, and back-office processes. Please indicate what you're currently doing or want to explore; this helps us assess your company's needs before our meeting.

Company:

Email:

Contact:

Business Industry:

Phone:

BOOKKEEPING SERVICES

Standard Compliance
AR/AP Management
Sales Tax Management
Cashflow & Expense Management
Budgeting
Comptroller Services

BACK-OFFICE ADVISORY & CONSULTING

Back-Office Consulting
Startup Consulting and Advisory Services
Merchant Services (Credit Card Processing)
Point-of-Sale Software
QuickBooks Advisory Services
PA Dept of State Annual Filing Requirement

PAYROLL PROCESSING

Current payroll method
Number of employees
Offering Retirement Plan (HR Options)
Offering Benefits (HR Options)
Time Clock Management
Checks
Direct Deposit

TAX AND BUSINESS ACCOUNTS

EIN Number Obtained
PA-100 Completed (Tax Withholding Account)
PA Unemployment Account
Sales Tax Licenses
Business Licenses (Food, Operating, etc.)

CURRENT ACCOUNTING SOFTWARE

QuickBooks Desktop
QuickBooks Enterprise Solutions
QuickBooks Online
Excel or Other Spreadsheet Software
None Currently
Other

ADMINISTRATIVE QUESTIONS

Do you currently accept credit cards as payment?
Are you using point-of-sale software?
Are there processes in place for accounts receivable?
Are there processes in place for accounts payable?

BANKING SERVICES USED

Bank
Money Market & Savings Accounts
Business Credit Cards
Lines of Credit and Loans
Business Checks, Deposit Slips, and Ink Stamps

ADDITIONAL NOTES