



QUOTE

1. BOOKKEEPING

Accounts Payable

i.e. vendor invoice

001 – 100 Entries

100 – 200 Entries

200 – More Entries

Accounts Receivable

i.e. customer invoice billing

001 – 100 Entries

100 – 200 Entries

200 – More Entries

2. BANK RECONCILIATIONS

No. Account: _____

3. FINANCIAL STATEMENTS

Balance Sheet

Income Statement (Profit & Loss)

Cash Flow

Other: _____

4. PAYROLL

No. Hourly Employee: _____ No. Salary Employee: _____ Payroll Cycle: _____

Reports (Check all that required)

W-2	W-3	DE-34	DE-88	8109	940	941
DE-6	DE-7	1099	1096			

6. How often do you need your accounting/bookkeeping reports completed? [required]

7. How does your company currently handle accounting or bookkeeping functions?

We currently use accounting software (specify the software if known):

We use in-house paper records

We outsource some or all of our accounting functions

We do not currently keep records or we are a start-up

8. Additional Requirements.