

QUALITY BOOKKEEPING SERVICES, INC.

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Suite 106 Fax: 910-452-0489
Wilmington, NC 28412 Email: office@qualitybookkeepingservices.com

Accounting/Bookkeeping Client Check List

Client: _____

Date: _____

In order to complete your bookkeeping, QBS needs the following items at your earliest convenience:

- Bank Statements or Online Login(s)
- Check Register (If there are no images on bank statements)
- Deposit Records/Slips - Identify Source of Funds (i.e.; Customer Payment, Personal Money Loaned, Cash Advance)
- Credit Card Statements or Online Login (s)
- Credit Card Numbers

_____	_____	_____	_____
Name	Type	Personal/Business	Last four digits of CC# only (AMEX – last five digits)
_____	_____	_____	_____
Name	Type	Personal/Business	Last four digits of CC# only (AMEX – last five digits)
_____	_____	_____	_____
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_____	_____	_____	_____
Name	Type	Personal/Business	Last four digits of CC# only (AMEX – last five digits)

- Cash Receipts
- Business Receipts for Personal Money Spent
- Invoices - Does Client need Job Costing (Labor, Material, Supplies) _____?
- Sales Tax Liabilities & Tax Payments (Please include all amounts paid and owed)
- Employee Payroll History
- Payroll Tax Payments
- W-9s for 1099 Subcontractors
- IRA / Investments

Client: _____

Please List Source of Income? _____

Does Client Invoice Customers? _____ How Often? _____

Loans/Assets

Loan Information

Complete Loan #	Lender Name	Purpose of Loan
Complete Loan #	Lender Name	Purpose of Loan
Complete Loan #	Lender Name	Purpose of Loan
Complete Loan #	Lender Name	Purpose of Loan

Closing or HUD Statements (If a monthly statement is not provided, many institutions provide on-line account information)

List of Assets

Asset	Year Purchased/Sold	Purchase/Sale Price
Asset	Year Purchased/Sold	Purchase/Sale Price
Asset	Year Purchased/Sold	Purchase/Sale Price
Asset	Year Purchased/Sold	Purchase/Sale Price
Asset	Year Purchased/Sold	Purchase/Sale Price
Asset	Year Purchased/Sold	Purchase/Sale Price

Client:

Additional Information Requested:

Services You Are Interested In:

COMPLETED BY: _____ DATE: _____

PHONE: _____ EMAIL: _____