

Business Bookkeeping Questionnaire

Name of Business:

Type of Business:

What type of bookkeeping system do you currently use:

Is the business GST registered and file regularly:

GST Number:

Does your business have employees:

Number of employees:

Payroll frequency:

Payroll deduction remittance frequency:

Number of bank accounts:

Number of credit cards:

Number of Line of Credits:

Number of Loans:

Does your business have more than one division or location:

Number of divisions or locations:

Does your business have sales or expenses in foreign currency:

Number of transactions per month:

Does your company require reports:

If yes what type of reports:

Frequency of reports:

How often will you require bookkeeping:

Weekly

Monthly

Quarterly

Yearly