## Are we a good match?

If you are looking for **accounting or payroll services** this is what we need to know before we work with you-

- 1. When did your business start?
- 2. What type of business formation is your business? (LLC, S-corp etc.)
- 3. What type of business do you have? (retail, services etc.)?
- 4. Do you do any depreciation (for equipment maybe)
- 5. How large is your business?
- 6. How many employees (if any) do you have?
- 7. If you have employees how are you currently running payroll?
- 8. How have you previously been doing your bookkeeping/accounting?
- 9. Do you need us to help catch up or "fix" your bookkeeping
- 10. Give us a ballpark for how many expenses you have a month
- 11. Do you need help doing invoicing?
- 12. Do you have a budget for accounting/payroll services and if so, what is your budget?

When you reach out to us via email or phone, it helps us out if you're ready to answer these questions. We are selective of who we take on as accounting/payroll clients. The answers to these questions help us to make informed decisions. **Thank you!**