BB Thomas Bookkeeping

Business Snapshot

CLIENT INFORMATION

Business Name _____ Client Name _____

Email _____ Phone Number _____

1. ACCOUNTING SOFTWARE

Do you currently use accounting software?

☐ QuickBooks Online ☐ QuickBooks Desktop ☐ Wave

☐ Xero ☐ Spreadsheets (Excel/Google Sheets) ☐ None

☐ Other _____

Why we ask: This tells us whether we'll be reviewing your existing books or setting up new ones from scratch.

2. MERCHANT SERVICES / PAYMENT PROCESSORS

Which systems do you use to accept payments?

☐ Square ☐ Stripe ☐ PayPal

☐ Venmo (Business) ☐ Other _____

Why we ask: So we can connect your payment flow directly into your books (or verify the connection if it already exists).

3. PAYROLL & CONTRACTORS

☐ Do you have W-2 employees?

↳ How Many? _____

☐ Do you pay 1099 contractors?

↳ How Many? _____

☐ If you run W-2 payroll, which provider do you use?

_____

Why we ask: We don't process payroll, but we integrate with your payroll provider for W-2 employees. For 1099s, we need to know how many you pay so we can set up accurate tracking.

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4. RECURRING BILLS & SUBSCRIPTIONS

List recurring bills or subscriptions you pay (examples: software, rent, insurance, utilities):

Why we ask: This helps us make sure recurring expenses are categorized correctly and not missed.

5. BUSINESS TOOLS

What tools do you use to run your business?

☐ POS System _____ ☐ Scheduling Software _____

☐ Project Management Tool _____ ☐ Other _____

Why we ask: Understanding your daily tools helps us ensure your books reflect the reality of your business operations.

NOTES FOR BOOKKEEPER

REMINDER: Please upload this completed worksheet securely through your client portal. Never email financial information.

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