



ACCOUNTING INQUIRY FORM

COMPANY NAME:

GENERAL QUESTIONS

- Does your business have a separate checking account from your personal checking account?
- How many checking accounts does your business have?
- Does your business use credit cards that are separate from your personal credit cards?
- Does your business use debit cards?
- Does your business sell products and keep inventory?
- Does your business bill customers for products sold and have accounts receivable balances?
- Does your business pay all bills as they are due or there outstanding bills recorded as Accounts Payable?

ACCOUNTING

- I will pay my bills with manual checks and bring/send ABS the bank statement and check stubs at month end
Fee based on time at \$50/hour including set up- \$175/minimum after start up
OR
- I will pay my bills using ABS web accounting and bring/send ABS my bank statement at month end
Fee based on time at \$50 /hour including set up- after start up
OR
- I will use Quickbooks for my daily billing, bill paying and/or invoicing activity in house
ABS will set up remote account to my computer to review and correct
Fee based on time at \$50/hour Remote access set up and annual subscription - \$100/ year billed with tax return
OR
- I will bring ABS my bills to pay and bank statements for ABS to handle completely
Fee based on time at \$50/hour - \$175/minimum after start up + postage
OR
- I will use ABS webaccounting for all my billing, Accounts Receivable, Accounts Payable, Payroll functions
Fee based on time after export @ \$50/hour including set up
OR
- I need ABS to set up my Quickbooks accounting and support my staff in handling daily accounting functions
ABS will set up remote account to my computer to review and correct
Fee based on time at \$50/hour Remote access set up and annual subscription - \$100/ year billed with tax return
- I will pick up my Monthly Financial Statement when completed at ABS office
OR
- Please mail my Monthly Financial Statements when completed
OR
- Please post my financial statements to www.abs1040.com in my private and secure portal



ACCOUNTING INQUIRY FORM

MONTHLY SALES TAX

I will bring ABS my gross sales in order to file the applicable sales tax returns each month
Fee based on time @\$50/hour - usual fee \$75/month

OR

I will handle my sales tax monthly filing in house

ANNUAL RETURNS AND FORMS

I will complete my Business Personal Property Tax return due December 31 each year
OR

ABS will complete my Business Personal Property Tax return due December 31 each year
Fee based on time at \$50/hour - usual fee \$100

My business pays contract labor employees for casual labor or services. ABS to prepare 1099 forms due Jan 31
Fee based on time at \$50/hour - usual fee \$50 for first form, \$10 for balance

ABS will prepare my City Business License renewal each year in January - due Jan 31
\$100/year

I will handle all my financial activity and supply ABS with Final Financial Statements to prepare tax returns
Tax return preparation for 2010 S Corp 1120S or Partnership 1065 returns \$950