

HarQuin Bookkeeping and Consulting Services, LLC.

Services Estimate Form

This is a free no-obligation estimate; please let us know if you have any questions.

Tell us a little bit about you...

(Press the Tab key to move to the next form field)

Contact Name	
Business Name	
Address	
Phone Number(s)	
Fax Number	
E-Mail	
Preferred Method of Contact	
Type of Industry	
How did you hear about HarQuin?	

What Services are you interested in?

Bookkeeping – On site	<input type="checkbox"/>	Financial Statements	<input type="checkbox"/>	QuickBooks File Setup	<input type="checkbox"/>
Bookkeeping – Off site	<input type="checkbox"/>	CPA / Tax Accountant Referral	<input type="checkbox"/>	QuickBooks Payroll Setup	<input type="checkbox"/>
QuickBooks Support (via Phone, Email / Internet)	<input type="checkbox"/>	Consulting	<input type="checkbox"/>	Training : QuickBooks	<input type="checkbox"/>
QuickBooks File Review	<input type="checkbox"/>	Customized Write-up Services	<input type="checkbox"/>	Training : QuickBooks Payroll	<input type="checkbox"/>
Sales Tax Returns	<input type="checkbox"/>	Accounts Receivable	<input type="checkbox"/>	Training : Accounting	<input type="checkbox"/>
Payroll Tax Filing Returns	<input type="checkbox"/>	Accounts Payable	<input type="checkbox"/>	Training : Microsoft Word	<input type="checkbox"/>
Data Reconstruction	<input type="checkbox"/>	Job-Costing / Budgeting	<input type="checkbox"/>	Training : Microsoft Excel	<input type="checkbox"/>

Please answer the following questions in correspondence to your selections, feel free to put a question mark (?) or leave blank if you are not sure.

Please complete and fax to 1.888.HARQUIN or Email to Info@HarQuinBookkeeping.com

P.O. Box 282228 Columbus, Ohio 43228
Voice: (614)876-8800 Fax: (888)-HARQUIN
www.HarQuinBookkeeping.com

HarQuin Bookkeeping and Consulting Services, LLC.

Bookkeeping (On/Off site):

Do you collect Sales Tax? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, how often are you required to pay? Semi-annually <input type="checkbox"/> Monthly <input type="checkbox"/> Other <input type="checkbox"/>
Would you like HarQuin to file your sales tax returns? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you track profit/loss on individual jobs?
Do you track inventory?
C-Corp <input type="checkbox"/> S-Corp <input type="checkbox"/> Non-Profit <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> LLC <input type="checkbox"/> Other <input type="checkbox"/>
Number of Bank accounts: Number of Credit cards/Lines of credit:
Receipts: Monthly total # of checks and credit card deposits:
Expenses: Monthly total # of checks (incl. payroll) and charges:
Desired frequency of bookkeeping? (Daily, Weekly, Semi-Weekly, Monthly, Quarterly, Yearly)?
Do you have any specific needs we should know about?

Accounts Payable:

Estimate your monthly amount of checks paid out (Vendors/1099)?
How often do you prefer to pay your vendors?
Do you print or hand write checks?

Accounts Receivable:

Do you or would you use QuickBooks to track customers individually?
How many invoices send out a month?
What are your preferred terms (Net 30 days, etc)?

Payroll:

How many employees do you have on payroll?
What is your payroll frequency?
Do you require Direct Deposit? Yes <input type="checkbox"/> No <input type="checkbox"/>
Calculate, deduct, pay and file all payroll taxes <i>Federal / State / Local</i> ? Yes <input type="checkbox"/> No <input type="checkbox"/>
W-2 preparation? Yes <input type="checkbox"/> No <input type="checkbox"/> 1099 preparation? Yes <input type="checkbox"/> No <input type="checkbox"/>

Data Reconstruction:

How many months / years are in need of reconstruction?
When was the last month of accounting/bookkeeping completed?
When was the last month a bank reconciliation was completed?

Please complete and fax to 1.888.HARQUIN or Email to Info@HarQuinBookkeeping.com