



A Bookkeeping and Consulting Firm

Fill out the "Service Estimate Form" below - there is no obligation
 Contact us with any questions. 614-392-8643

Tell us a little bit about....

Complete this form –Email to Info@kafbookkeeping.com

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

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 Excel	<input type="checkbox"/>
Data Reconstruction	<input type="checkbox"/>	Job-Costing / Budgeting	<input type="checkbox"/>	Seminars	<input type="checkbox"/>

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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.

Bookkeeping On Site Off Site Both

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

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Accounts Payable:

Estimate your monthly amount of checks paid out (Vendors/1099)?
How often do you prefer to pay your vendors?
Do you want KAF to prepare annual 1099's
Do you print or hand write checks? Hand Write <input type="checkbox"/> Print <input type="checkbox"/>

Accounts Receivable:

Do you or would you use QuickBooks to track customers individually? Yes <input type="checkbox"/> No <input type="checkbox"/>
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?

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