

NEW CLIENT CHECKLIST

Client Details		✓
Business Name		
Business Owner		
Business Structure	Sole Trader / Partnership / Company	
Contact Details	Main Contact: _____ Phone: _____ Email: _____ Website: _____ Address: _____	
Accountant		
Software Used	MYOB / Xero / Intuit / Reckon / Other _____	
Bookkeeper Requirements		
Frequency:	Daily / Weekly / Monthly / Quarterly / Once Off	
Tasks		
Enter Sales Inv – Yes / No When _____	Enter Supplier Inv – Yes / No When _____	
Payroll	Frequency W/F/M and Number of Employees _____	
Stock	Yes / No	
A/C Reconciliations	No. Banks _____ / Credit Cards _____ / Other _____	
Client Registration Details		
GST Registered Y / N	Cash / Accrual	
BAS Lodgement Frequency	Monthly / Quarterly / Annually	
PAYG Withholding Frequency	Monthly / Quarterly	
Reporting Requirements – Who to? Frequency?		
Other Notes		