

Bookkeeping & Controller Services Questionnaire

Gautam CPAs, PLLC

SECTION 1 — BUSINESS INFORMATION

Legal Business Name:

DBA:

EIN:

Industry:

Year Started:

Contact Name:

Title:

Email:

Phone:

Entity Type:

Sole Proprietor	Partnership	LLC
S-Corp	C-Corp	

Revenue Range:

Under \$250K	\$250K–\$1M	\$1M–\$5M
\$5M–\$10M		

SECTION 2 — CURRENT ACCOUNTING SETUP

Accounting Software:

QuickBooks Online	QuickBooks Desktop
Xero	Other

Books up to date?

Yes No Unsure

Who handles bookkeeping?

Owner Internal Staff External Accountant No one

Frequency:

Weekly	Monthly	Quarterly
Annually	Not consistent	

SECTION 3 — SERVICES NEEDED

Bookkeeping

- Monthly bookkeeping
- Transaction categorization
- Reconciliations
- Catch-up/clean-up
- Accounts payable
- Accounts receivable

Controller / Advisory Services

- Financial statements
- Budgeting & forecasting
- Cash flow
- KPI reporting
- Profitability
- Cost control
- Strategic guidance
- Financing support

SECTION 4 — PAYROLL

Employees?

Yes No

Employees:

Payroll System:

Payroll Frequency:

SECTION 5 — BANKING & VOLUME

Bank accounts:

Credit cards:

Monthly transactions:

Under 100	100–300	300–1,000	1,000+
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SECTION 6 — CHALLENGES & GOALS

Challenges:

Goals (12–24 months):

What outcomes or improvements would you like to see from our work together?

SECTION 7 — TAX SERVICES

Have tax preparer?

Yes No

Interested in tax services?

Yes No Maybe

Business returns

Individual returns

Tax planning

Estimates

Multi-state/international

SECTION 8 — TIMELINE

Immediately 1–3 months Later

Urgent concerns:

SECTION 9 — SIGNATURE

This questionnaire is for informational purposes only and does not establish an engagement.

Name:

Date:

Important Disclosure:

Any tax advice provided is not intended to be used, and cannot be used, for the purpose of avoiding IRS penalties. Clients should seek advice based on their specific circumstances. Gautam CPAs, PLLC acts as an independent service provider and does not guarantee tax outcomes. Information provided by the client must be accurate and complete.