

NC Professional Accounting Services

1456 Fall Leaves Court, Graham, NC 27253

336-525-0004/fax 336-525-0006

Initial Consultation visit: _____

Company: _____

Address: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Fax: _____

Mobile: _____

Authorized Contact: _____

Title: _____

Billing Address (if different from company address): _____

How did you find NC Professional Accounting Services? _____

Current software/version: _____

(On network: ___no ___yes; if yes, how many workstations/users)

Sales & Cash Receipts:

How many deposits are made in the month? _____

Number of cash receipts received in the month _____

Number of cash sales orders _____

Number of active charge customers _____

Number of monthly charges _____

Cash Disbursements/Credit Purchases:

How many checks are written in the month, excluding payroll checks? _____

Number of active accounts payable _____

Number of monthly credit purchases recorded in accounts payable _____

Number of monthly credit purchases on open-line credit _____

Payroll:

Number of employees _____

Payroll periods _____ Weekly; _____ Bi-weekly; _____ Semi-monthly; _____ Monthly

Method of Costing Inventory:

Number of inventory classifications _____

Is monthly inventory taken? ___yes ___no; if no, how often is it taken? _____

Is a running inventory necessary? ___yes ___no

Does the business have daily electronic inventory cost calculations?

Briefly describe your business: _____

Services needed: _____

Comments: _____