



TELL US ABOUT YOUR BUSINESS

Legal Business Name: _____

DBA: _____

What is the legal entity of the business?

- Sole-Proprietor General Partnership Limited Liability Company
- S-Corporation C-Corporation

Business Location / Address: _____

Define your principal Business Activity, Product, or Service:

How long have you been in business? _____

Do you currently have a set of books? YES NO

Are they up to date? YES NO

Do you use bookkeeping software? YES NO

BANKING

Do you have a Business Bank Account? YES NO

With whom do you bank? _____

How many bank accounts do you have? _____

Do you use Credit cards? YES NO

How Many? _____

LABOR

Do you have employees? YES NO

Do you use a payroll service? YES NO

BOOKKEEPING & ACCOUNTING

The Hearst Building
5 Third Street
Suite 832
San Francisco
CA 94103
415 722 3056
krantz-waldau.com

INCOME

How do you track Income?

- Daily Sales
- Invoice
- Recurring Flat Fee
- Commission
- Other _____

How do you receive payments? Select all that apply:

- Paper Check
- Credit/Debit Card
- PAYPAL
- CASH
- WIRE

EXPENSES

How do you pay your bills? Select all that apply:

- Paper Check
- On-line Bill Pay
- Auto Debit from Checking
- Debit Card
- Credit Card
- PAYPAL
- CASH
- OTHER

How often do you pay your bills? DAILY WEEKLY MONTHLY

Who is currently paying the bills? _____

FINANCIALS AND BALANCE SHEET

How often do you look at your financials?

- DAILY
- WEEKLY
- MONTHLY
- QUARTERLY
- YEARLY

Why do you look at them? What information do you need?

- Do you have a budget in place? YES NO
- Do you have a balance sheet? YES NO
- Do you keep inventory? YES NO
- Do you have: Furniture Fixtures Equipment
- Do you have: Loans Credit Line
- Do you have Equity Investors? YES NO

TAXES

- Are you current in your Tax Return filings? YES NO
- Do you pay Sales Tax? YES NO
- Do you have a CPA? YES NO
- Accounting Method: CASH ACCRUAL DON'T KNOW