

# Quality Bookkeeping Services, Inc.

4004 Oleander Drive, Suite 3A

Wilmington, NC 28403

(910) 452-0480 Fax: (910) 452-0489

## Client Check List

In order to complete your bookkeeping, QBS needs the following items.  
Please bring them with you on our initial consultation

Federal ID No. \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Partner's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Websites: \_\_\_\_\_

Business Information:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Bank Statements

Check Register (If there are no images on bank statements)

Deposit Records/slips – Identify Source of Funds

(i.e.; Customer Payment, Personal Money Loaned, Cash Advance)

Credit Card Statements

Credit Card Numbers

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Name Type Personal/Business Last four digits of CC# only  
(AMEX – last five digits)

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Name Type Personal/Business Last four digits of CC# only  
(AMEX – last five digits)

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Name Type Personal/Business Last four digits of CC# only  
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\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
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