

## Questions for New Client:

-do you have **software**? If yes which one?

-**how many transactions per month** (invoices and bills)?

-**how many bank accounts**?

-are bank accounts connected to software **with bank feeds**, if no, are you ok us to do it?

-what is **annual turnover**?

-are you **VAT registered**, if yes, is it standard **VAT rate** or flat rate?

-do you run **payroll**? If yes, for how many employee?

-do you have **accountant**? If yes, does he require your books to be updated monthly?

-**how often** do you want us to be updating your books?

-if we will need to see bank receipts and invoices, can you send them in emails as **scanned documents** or do you prefer to send them by post?

-**our payment is £20/h roughly** – is this something we can agree on?