General client questionnaire

Client name   **Date**

Contact

Email

Company name

Banking

1. **a)** How many bank accounts does the company have and with which banks are these accounts, and **b)** can we get access to the internet banking as a limited access user?

   - _____

     _____

   - _____

2. Is someone currently processing bank transactions?

   - **YES / NO**

   - Name _____

   - Contact Details: Cellphone _____

               Email _____

3. How many people have bank cards to realize company expenses with?

  · Number_____

  · Name and contact details of each person

  _____

  _____

  _____

  _____

Customers

1. Does the company have customers/clients with accounts? If yes how many clients?

  · **YES / NO** _____

  · Is invoicing done **Daily / Weekly / Monthly / Varies from client to client**

2. Is someone currently processing and sending customer invoices and statements?

  · **YES / NO**

  · Name _____

  · Contact Details: Cellphone _____

    Email _____

3. Please provide a description of how the service is rendered to clients and how invoicing is structured.

Illustrate

Suppliers

1. Does the company have accounts with any suppliers? If yes how many suppliers?

   · **YES / NO** _____

2. Please provide a list of suppliers, their contact information and the account number at each supplier.

_____

_____

_____

_____

_____

_____

_____

Inventory

1. Does the company hold any inventory?

   · **YES / NO**

2. Can inventory schedules and reports be provided?

   · **YES / NO**

Assets

1. Does the company have any assets?

   · **YES / NO**

2. Can asset registers be provided?

   · **YES / NO**

VAT and TAX

1. Is the company VAT Registered?

   · **YES / NO**

2. How many directors does the company have _____

3. Are the directors, directors of any other companies _____

4. What is the company's annual turnover _____

5. How many permanent employees does the company have _____

6. Does the company make more than 80% of it's revenue from one client/company?

- **YES / NO**

Payroll

1. Does the company have any permanent employees? If yes, how many?

- **YES / NO** _____

2. Is someone currently rendering a payroll service? If yes, please provide contact details.

- **YES / NO**