**Uzuree Pte Ltd**

**Dear Valued Client,**

Thank you for considering our Full Set Bookkeeping Services.

Our comprehensive bookkeeping services will take care of your accounting function all the way from the data entry process of source information to the delivery of your financial reports and tax submission documents.

Please complete the form below with your responses and email to us at enquiry@uzuree.com.

We will reply within 1-2 business days. Thank you.

**Simple Questionnaire for a Preliminary Bookkeeping Quote**

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| **Basic Understanding of your Business** | **Kindly indicate your response in the boxes below** |
| 1) Financial year end of the company |   |
| 2) Nature/industry of company’s business |   |
| 3) Is the company GST-registered? |   |
| 4) How many bank accounts does the company have and are they all in SGD currency? |   |
| 5) How many pages of bank statements are there per month? |   |
| 6) Are there any credit card/NETS transactions to be processed? |   |
| 7) No. of sales invoices issued per month |   |
| 8) No. of supplier invoices (both non-trade & trade related) received per month |   |
| 9) Petty cash reimbursements – no. of transactions per month (eg 1/2 or 1 arch file) |   |
| 10) Does the company have any hire purchase agreements/assets eg motor vehicle, equipment etc? |   |
| 11) Payroll - how many full timers and part-timers? |   |
| 12) Does the Company own any property? |   |
| 13) Are there any loan agreements for the financing of the business / self-owned properties? |   |
| 14) Briefly describe your document filing system ***Example: A separate file for issued invoices, Stamping on Paid invoices, OR Every piece of documents are put in a folder*** |   |
| 15) Do you keep proper records of ALL your transactional documents?***Please let us know if you have missing documents so that we can advise you further. Eg missing bank statement for Jan.*** |   |