Hendershot, Burkhardt & Reed, CPAs

New Client Profile

Fee Schedule: Date:_____

Tax Filings	based on forms and volume
IRS Notices	$200/hr
Partner	$135/hr
Manager	$90/hr
Staff Accountant	$65/hr
Clerical	$45/hr

Client Profile

____Individual ____C-Corporation
____Partnership ____S-Corporation
____LLC ____Non-Profit

Client:_____ Telephone:(H)_____(W)_____

Referred by: _____ E-mail: _____

Address: _____

_____

Occupation (if individual): _____ SSN: _____

Type of Business: _____ EIN: _____

DBA: _____ Contact: _____

Required Services

____Accounting Services
____Monthly
____Quarterly
____Annually

____Other:_____
_____
_____

____Strategic Planning

____Business Consulting

____Payroll Processing

____Payroll Tax Filings

____Sales Tax

____Tax Returns

____Audits

Other Information: _____

_____

_____

_____