



Ladies of Ledger Ltd
 15 Old Turnpike, Fareham, PO16 7HB
 Email: emily@ladiesofledger.co.uk website: www.ladiesofledger.co.uk

New Client Enquiry Form

Please complete and return via email to emily@ladiesofledger.co.uk

Business Name Contact Name

Address

Telephone number/s

E-mail address

How did you hear about us?

Area of interest?

Bookkeeping		VAT return	
Sales / Purchase Ledger		Training	
Management accounts		General Admin	
Self-Assessment Tax		Payroll	
Corporation Tax – coming soon		Year End Accounts filing	

Details for bookkeeping requirements:

Type of transactions (cash, card, cheque, bank)

Number of transactions

How currently managed (software, manual, none)

Which software

Year end date

VAT registered

Name of accountant

How frequent support required

On / off site?

Further details of requirements:

Reply action taken:

Added to database (initial)

Follow up required? Yes / No = Date

Quote accepted? Yes / No / Potential

Letter of engagement signed? Yes / No Date:

MLR due diligence completed? Yes / No Date: