

## Contents

### QBEXPRESS CLIENT ON-BOARDING

- Initial Meeting Checklist
- Document your New Client Intake
- Evaluate:
- Needs Assessment Checklist
- FOR INSOURCING-OUTSOURCING AGREEMENTS
- Service Level Checklist for Specific work
- Service Level Agreement: SLA Checklist
- Service levels (i.e., performance standards) and remedies
- Clean Up Tasking Activities
- Client Specific Information and Procedures
- Task Sequencing
- Naming Files
- Naming rules for documents and List names
- Chart of Accounts
- APPS
- Bank and Credit Card Checklists:
- Accounts Receivable Checklist:
- Accounts Payable Checklist:
- Payroll Checklist:
- Payroll set up information
- Recording Daily Cash Receipts/ Merchant Services
- Inventory
- 1040 Tax Return Checklist
- Tax Return Checklist for Individual Tax Returns (i.e., Form 1040, 1040a, 1040ez)