TruAccountants

Where Accuracy Meets Integrity

Client Scoping Questionnaire

So we can scope your work and quote accurately

Please complete what you can and return it to info@truaccountants.com. Anything you are unsure of, leave blank and we will cover it on the call.

1. Your organisation

Company / group name

Date

Trade licence number

Emirate / free zone

Contact name

Designation

Email

Mobile / WhatsApp

Website

Financial year end

Sector (tick all that apply)

- ☐ Real estate / brokerage
- ☐ Construction / contracting
- ☐ Trading / distribution
- ☐ Professional services
- ☐ Hospitality / F&B
- ☐ Retail / e-commerce
- ☐ Logistics / transport
- ☐ Manufacturing
- ☐ Healthcare / clinics
- ☐ Holding / investment
- ☐ Vacation homes
- ☐ Other (state below)

Describe what the business actually does, in your own words

2. Group structure

Number of legal entities / companies

Number of branches / locations

Number of bank accounts

Do the entities form a VAT tax group?

- ☐ Yes
- ☐ No
- ☐ Not sure

List the entities to be covered, with licence type (mainland / free zone / offshore)

3. Systems in use

Accounting software

- ☐ QuickBooks Online
- ☐ QuickBooks Desktop
- ☐ Xero
- ☐ Zoho Books
- ☐ Tally
- ☐ Sage
- ☐ Odoo
- ☐ Microsoft Dynamics
- ☐ NetSuite
- ☐ SAP
- ☐ Excel only
- ☐ Other (state below)

Version and year

Hosted where (cloud / desktop / server)

Number of users

Other systems connected to finance

- ☐ CRM
- ☐ POS / till
- ☐ Property management
- ☐ Payroll / WPS
- ☐ E-commerce
- ☐ Inventory / warehouse
- ☐ Expense management
- ☐ None

Name the other systems and what they are used for

Reporting currency

Other currencies used

Who maintains the books today

4. Transaction volumes

Estimates are fine. This is the single biggest driver of our fee, so a rough number is better than none.

Item	Per month	Per year
Sales invoices issued		
Credit notes issued		
Purchase invoices / bills received		
Bank and card transactions		
Payroll payslips		
Journal entries		
Petty cash transactions		

Employees on payroll

Peak month (if seasonal)

Average invoice value (AED)

5. What you need from us

Services required

- [ ] Bookkeeping
- [ ] VAT returns
- [ ] Corporate tax
- [ ] E-invoicing implementation
- [ ] Payroll / WPS
- [ ] Management reporting
- [ ] Audit support
- [ ] Systems and automation
- [ ] Fractional CFO
- [ ] Company set-up
- [ ] Backlog clean-up
- [ ] Other (state below)

6. Compliance position

VAT registered (Yes / No)

TRN

VAT filing frequency

Corporate tax registered (Yes / No)

CT registration number

First CT period end

Annual revenue band (for e-invoicing phasing)

- [ ] AED 50 million or above
- [ ] Below AED 50 million
- [ ] Prefer not to say

Accredited Service Provider appointed for e-invoicing?

- [ ] Yes, appointed
- [ ] In progress
- [ ] Not yet
- [ ] Not sure

7. Current state

Last month closed and reconciled

Months of backlog, if any

Are the books currently up to date?

- [ ] Up to date
- [ ] 1 to 3 months behind
- [ ] More than 3 months behind
- [ ] Not sure

What triggered this enquiry? What is the main problem you want solved?

8. Timeline and decision

Target start date

Any hard deadline

Indicative budget (optional)

Who approves the engagement

How did you hear about us

Anything else we should know

Declaration

The information above is accurate to the best of my knowledge. TruAccountants will treat it as confidential and use it only to scope and quote this work.

Name

Signature

Date

FOR TRUACCOUNTANTS USE

Received ..... Reviewed by ..... Scoping call ..... Proposal issued ..... Ref .....