

# MASTER CLIENT ONBOARDING PACK (SINGLE PDF)

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## Welcome to B & D Bookkeeping

We balance the books so you can devote more time to running your business.

Hi {{Client Name}},

Welcome to **B & D Bookkeeping**! We're excited to support your business with accurate, organized, and stress-free bookkeeping. Our approach is personal, consistent, and focused on helping you feel confident in your finances.

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## What to Expect

### For Monthly Bookkeeping Clients

You'll receive ongoing support, regular reconciliations, and clear financial reports on a consistent schedule. Our goal is to keep your books up to date with no surprises.

### For Cleanup / Catch-Up Clients

Our focus is getting your books back on track accurately and efficiently. Once cleanup is complete, we'll review next steps and discuss ongoing support if needed.

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## Client Timeline – What Happens Next

### Week 1: Setup & Access

- Accountant access to QuickBooks
- Review accounts and documents
- Confirm scope of work

## Week 2: Organization & Review

- Categorize transactions
- Reconcile accounts
- Identify and clarify questions

## Week 3: Completion & Reporting

- Complete bookkeeping or cleanup
  - Prepare financial reports
  - Review next steps together
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# QuickBooks Onboarding Checklist

## QuickBooks Access

- Invite [balancedbydevotion@outlook.com](mailto:balancedbydevotion@outlook.com) as Accountant user
- Confirm correct company file

## Banking & Credit Cards

- Connect all bank accounts
- Connect all business credit cards
- Verify opening balances

## Income & Sales

- Connect sales platforms (Square, Stripe, PayPal, etc.)
- Review products/services list

## Expenses

- Review bank rules
- Identify personal vs business transactions
- Confirm receipt process

## Payroll & Taxes (if applicable)

- Share payroll access or reports
- Confirm sales tax setup

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# General Client Onboarding Checklist

## Documents

- Bank & credit card statements
- Prior financial reports (if available)
- Loan or lease statements

## Preferences

- Preferred communication method
- Report delivery preference
- Monthly vs quarterly check-ins

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## Closing

We appreciate the trust you've placed in **B & D Bookkeeping** and look forward to working with you.

Warmly,

**Tabitha Edwards-Walton**

**Owner & Bookkeeper**

 [balancedbydevotion@outlook.com](mailto:balancedbydevotion@outlook.com)

 850-669-2572

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*B & D Bookkeeping | Trusted. Organized. Devoted.*

