

Systematic Business Operations

OPERATIONS

Client Intake Request

01 Bookkeeping and records onboarding

Please provide the records for the service and period we have agreed. Send original statements, reports, and receipts through the secure upload location provided by Systematic Business Operations. We will organize the information and follow up with specific missing items.

Client business

Primary contact

Bookkeeping period from to

Requested start date

02 Business profile

Legal business name and trading name

Entity type and state or jurisdiction

Owner and authorized contact

Business activity

Accounting system

Current tax classification if known

Provide your current formation or registration record and EIN notice where relevant to the engagement. Include changes affecting the bookkeeping period. Use the secure upload location for documents containing sensitive identifiers.

03 Financial accounts

List each bank, card, loan, and payment-processing account included in the business books. Identify the legal owner, provider, and last four digits. Include the beginning and ending statement for the agreed period and the prior reconciliation where available.

Account and provider

Legal owner Last four digits

Statement period

Opening balance and date

Repeat this record for each account or attach your existing account list.

04 Income and expenses

- Sales invoices, sales reports, refunds, customer credits, and unpaid customer balances for the period.
- Payment-processor settlement reports where customer receipts pass through a platform before reaching the bank.
- Supplier bills, receipts, unpaid bills, subscription invoices, and reimbursements.
- Details of owner-paid business costs, owner funding, loans, and transfers between business accounts.

Please identify the original payer when someone paid on the business's behalf. Keep the original purchase receipt with any reimbursement record.

05 Records for your business activities

Provide the applicable records below for activities included in our engagement.

- Payroll reports and contractor-payment summaries if the business pays employees or contractors.
- Inventory and cost-of-goods reports if the business holds or sells inventory.
- Sales-tax reports and notices if the business collects sales tax.
- Purchase, sale, loan, and disposal records for business vehicles, equipment, and other material assets.
- Customer-deposit or retainer schedules if the business holds money before completing services.
- Loan and lease schedules showing principal, interest, and payment dates.
- Separate account and transaction records for any related entity involved in the work.

Send sensitive personnel documents only when specifically required for the agreed service and through the secure channel.

06 Providers and access

List the accounting, payroll, payment-processing, and document services relevant to the work. Include the administrator, plan or purpose, billing account ending, and renewal date if known.

Provider

Purpose and administrator

Billing account ending Renewal

Use provider invitations to grant access. Keep passwords, recovery codes, and full account numbers out of this form.

07 Items to discuss

Known deadlines

Balances or transactions needing attention

Records not yet available

Accountant contact if involved

08 Before returning

- Confirm that all accounts in the engagement are listed.
- Include the agreed statement periods and relevant prior closing records.
- Upload the income and expense support you already hold.
- Identify owner-paid costs and transfers.
- Note missing records and known deadlines.

We will review the starting records, organize the work, and send one consolidated request for any details still needed. Your recurring service will follow the timing and scope in your agreement.