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## BUSINESS DEVELOPMENT SERVICES SCOPE

### Business Details

Name :

Address:

Phone :

Email :

Contact Person:

Contact Details:

Email:

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### Nature and Business Structure

*Registration Type:*

Limited Company:

Partnership:

Soletrader:

Social Club:

Charity:

Industry:

Entity Age:

Nature:

We Sell?:

Does this entity own other entities / is it owned by another entity or both?

*Responsible officers (add addendum is required)*

Name:

Title:

Email:

Name:

Title:

Email:

Name:

Title:

Email:



## Operations

Which accounting software does the entity use?

Does this entity operate from multiple locations / has multiple divisions?

How Many?

*Inflows:*

Bank Accounts

Credit Cards :

Sales Transactions :

Does the entity issue vouchers?

(pos) system or separate customer billing software? :  
(separate from accounting software)

Does the entity have or manage inventory?

Does the entity require any product costing services?

## Current Status (Latest Submissions)

ZIMDEF Returns :

*Date:*

Annual (ITF12c) :

*Date:*

QPD (ITF12b) :

*Date:*

VAT Returns :

*Date:*

PAYE Returns (P2) :

*Date:*

Company Returns :

*Date:*

Withholding Tax :

*Date:*

SDL Returns :

*Date:*

PRAZ Registration :

*Date:*

Annual Accounts :

*Date:*

PAYE (IT16):

*Date:*

NSSA Returns :

*Date:*

How often do you need to review financials?

Monthly :

Quarterly :

Bi-annually :

Annually :



*Fixed Plan?:*                      Essential                      Premium                      Platinum                      Unlimited

NOTES: (Necessary information to better understand the organisation and its business)

- Monthly Management accounts
- Bookkeeping
- Payroll Services (incl. PAYE)
- NSSA Returns
- ZIMDEF Returns
- SDL Returns
- PRAZ
- Director's Tax Return
- VAT Returns
- Annual Returns
- Annual Company accounts
- Self-Assessment and tax returns

*Other*

I authorise the use of the information provided in this form for the determination of scope & pricing of accounting services required.

### Authorisation

*Print Name*

*Signature*

*Print Name*

*Signature*