

**A survey for a new Client  
 (for internal use only)**

	<b>Subject</b>	<b>Information</b>
1.	A corporate name – address – tel./fax – e-mail	
2.	Start date of the activity and type of business activity:	
3.	Employees with the contract of employment:	
4.	Employees with the mandatory contract or the contract for performing specific task	
5.	Type of books: – a book of account; – a revenue and expense book; – others	
6.	Net turnover from beginning of the year:	
7.	Average number of a sale invoices per month:	
8.	Average number of a purchase invoices per month:	
9.	Average number of a sale transaction outside the country per month:	
10.	Average number of purchase transaction outside the country per month;	
11.	Amount of fixed assets:	
12.	Average number of a cash documents:	
13.	Average number of a bank statements:	
14.	Is a foreign currency account kept?	
15.	Amount of a cash registers:	
16.	The methods of the VAT settlement (monthly, quarterly?)	

17.	Additionally preparation of a settlements and a reports: <ul style="list-style-type: none"> <li>– Central Statistical Office;</li> <li>– Customs Chamber;</li> <li>– National Bank of Poland</li> <li>– Enterprise Zone</li> <li>– others (what?)</li> </ul>	
-----	--	--

Sending the completed *A survey for a new Client* does not oblige to conclude an agreement. This is information instrument only which serves to determine the price and to establish the best standards of customer service for the Client. Advisor guarantees, that obtained information is treated as strictly confidential and it will be use only for a preparation of suitable conditions and finance terms of an accounting service agreement.

According to article 23 of the Polish Act of August 29th,1997 on Protection of Personal Data (Official Journal of 2002, No. 101, position 926) I hereby I declare that I consent for my personal data given in the Information Chart being processed for the purposes of determination of the principles of a customer service by the mentioned Company.

.....

*Place, date*

.....

*Client signature*