

Recruitment Agency
Accountant Preferred Supplier List Questionnaire

Please complete all details as accurately and as detailed as possible. Once completed please return to:

Accountancy contact details

Firm/Company name:

Contact name:

Contact position:

Telephone number:

Email address:

Company website:

Questionnaire

1. Can you provide any evidence that you do not provide an MSC service?
2. Do you have access to client's bank accounts? Y/N
3. Are you ever shareholders or directors of clients companies? Y/N
4. Are you intrinsically involved in managing your clients companies? Y/N
5. When was the firm/company established?
6. Do you have professional indemnity insurance, if so how much?
7. Do you specialise in contractors/freelancers, if so how many years experience do you have?
8. Is your firm/company a member of a professional accountancy body, if so which one?
9. Please list the qualifications of your accountants.
10. How many accountants do you employ?
11. How many contractor/freelancer clients do you have?

12. Do you outsource accounting work to third parties, if so please list the work you outsource?
13. Do you use offshoring, if so what do you offshore?
14. Do you provide clients with their own dedicated accountant, if so are there extra charges for this service?
15. Will the dedicated accountant prepare the clients end of year accounts or are they outsourced to other individuals either internally or externally?
16. Is your accountancy firm nationwide, if so, what are the locations?
17. Can and do clients meet with their accountant?
18. Do you hold any contractor specialist memberships such as the (PCG) Professional Contractor Group?
19. What IR35 experience do you have?
20. Do you have awards from relevant authoritative organisations, if so what are they?
21. Do you provide clients with any service guarantees to back up marketing claims, if so what are they?
22. What services do you provide and at what cost?

Please provide any further information which you believe may be useful: