

# STRATEGIC OFFICE SOLUTIONS



## NEW FRANCHISE COMPANY INFO SHEET

PRstore # \_\_\_\_\_

Contact Name: \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Preferred Phone #(s) \_\_\_\_\_  
\_\_\_\_\_

eMail \_\_\_\_\_

Federal Tax ID \_\_\_\_\_

Corporate Structure:  Sole Proprietorship  Partnership  S-Corp  C-Corp  LLC

Owner / Officer / Member Name(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fiscal Year End:  Calendar Year  Other \_\_\_\_\_

Cash Basis  Accrual Basis  Not Sure

Property to be:  Owned  Leased

Payroll Processing?  Yes  No

Preferred QuickBooks Training Time:  Weekdays  Weekends  
 Morning  Afternoon  Evenings

Version of QuickBooks:  2006  2007  2008



PLEASE EMAIL OR FAX COMPLETED FORM TO STRATEGIC OFFICE SOLUTIONS:

Tricia Fragen – [tricia@strategicofficesolutions.net](mailto:tricia@strategicofficesolutions.net)

Fax – 630.637.0230

If you are unsure of the answer to any question(s) above, please contact your tax advisor or call Tricia Fragen 847.308.8120.