

# choosing an accountant: decision making template

name of practice	
name of contact	
postal address	
telephone number	
email address	

meeting date and time	
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communication: your questions...	
answers provided...	
your 1 to 10 rating (1 = very poor, 10 = excellent)	

technical competence : your questions...	
answers provided...	
your 1 to 10 rating (1 = very poor, 10 = excellent)	

business understanding : your questions...	
answers provided...	
your 1 to 10 rating (1 = very poor, 10 = excellent)	

responsive/proactive: your questions...	
answers provided...	
your 1 to 10 rating (1 = very poor, 10 = excellent)	

accessibility: your questions...	
answers provided...	
your 1 to 10 rating (1 = very poor, 10 = excellent)	

fees: your questions...	
answers provided...	
your 1 to 10 rating (1 = very poor, 10 = excellent)	

<b>your over all rating out of a possible 60</b>	
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