



Client Satisfaction Surveys for Accounting Firms:

The Answers to Your Most
Frequently Asked Questions



Let's face it. There isn't an accounting firm on the planet that doesn't claim to provide excellent client service. Yet, based upon research conducted for the [SevenKeys to Successful CPA Firm Management](#), the majority of accounting firms have no client satisfaction program whatsoever.

Combine this with the findings of the [2013 PCPS CPA Firm Top Issues Survey](#). When the survey was taken in 2011, retention of current clients showed up on every segment's top-five list, while it only made two groups' top five in 2013 (sole practitioners and firms with 11 to 20 professionals). Firms, buoyed by a strengthening economy, seem more confident in their ability to hold on to existing clients and seem to be shifting their emphasis to gaining more work.

**If everyone is looking for new clients, then where do you think they are coming from?
Your competitors are after your clients!**

Client retention is necessary for firm growth. Client service can be a point of differentiation for your firm only if you are willing to measure it. A client satisfaction survey is a great place to start. Here are the answers to your most frequently asked questions.

#1: When is the best time to conduct a client satisfaction survey?



There are a couple of answers to this question. First, if you have yet to solicit client feedback – or haven't conducted a client survey in more than three years – create a survey to send on an annual basis. This will provide a benchmark and enable you to track trends.

Second, if you have solicited client feedback within the past three years and are looking for a way to change things up create a survey to send upon the completion of an engagement, e.g., audit, tax return, consulting project. This will provide you with more timely feedback and enable you to fix any problems quickly.

According to research conducted by [SurveyMonkey](#) response rates for customer surveys were highest for survey invitations sent out on Monday, and lowest for invitations sent on Friday. On average, surveys sent out on Mondays received 10% more responses than average, and surveys sent out on Fridays received 13% fewer responses than average. (10% and 13% are relative measures. The absolute response rate does not change by 10% or 13%. For example, a 10% average response rate with a 10% increase would be 11%, not 20%.) - See more at: <http://blog.surveymonkey.com/blog/2011/08/16/day-of-the-week/#sthash.ZDAXplKN.dpuf>.

#2: How long should the survey be?

Most survey design experts believe that client satisfaction surveys should include between 10 and 15 questions.

#3: What form should it take? Paper? Electronic? Face-to-face? Focus groups? Telephone?

The days of mailing paper surveys are over. With that said you may want to mail surveys to older clients who are uncomfortable with technology.

While there are many online survey providers the best known is probably [SurveyMonkey](#). Online surveys are more efficient, allow you to filter and cross-tab responses, and create reports and presentations of the results.

An effective and personal way to solicit client feedback is to conduct face-to-face meetings. Send a letter to each client in advance communicating your desire for a meeting to discuss how you are doing, determine how you can improve your level of service, and identify how you can strengthen your overall relationship. These meetings should be conducted by your firm's managing partner, except if s/he is the primary partner. Clients are likely to provide more candid feedback to a partner with whom they do not interact.

A client focus group can reveal a wealth of detailed information and deep insight. A good focus group requires planning so be sure that you're up for the challenge. Each focus group should include seven to 10 clients and take no more 90 minutes. Ask no more than eight questions. The facilitator's goal is to generate as many different thoughts and ideas from all the focus group participants in the time allotted.

Here are a few things to keep in mind about the participants:

- They should not know each other (or be very familiar with each other).
- They should be at a peer level with each other, e.g., all CEOs or all controllers.
- They should be in a similar age range.
- They will not know the questions in advance.

Telephone interviews can be effective for clients located out of your geographic area. When opting for the personal touch, choose face-to-face whenever possible.

#4: How do we select the clients to survey?



Don't stack the deck by selecting only happy clients who you know are very satisfied with your services. Depending upon the size of your firm you might consider surveying:

- All clients.
- All clients within a specific niche.
- All tax clients (immediately after tax season).
- A number or percentage of clients per partner, selected randomly.

The managing partner or other neutral party should be involved in client selection. Be sure to survey all the appropriate client contacts, e.g., not only the CEO but the CFO, controller, bookkeeper.

After the clients are selected, whenever possible, invite them to participate, as part of an ongoing conversation. Call up the clients, explain the benefit to them and to you, ask if they need anything to help them participate, then email them the URL for your online survey.

#5: What types of questions should be asked?

Keep your questions short and clear. Clients are less likely to answer if a question is too long or they do not understand how they should answer. Likewise, keep your answer choices short and concise.

Include a variety of questions including single choice, multiple choice, statements they can agree and disagree with, and questions with fixed satisfaction/dissatisfaction ranges.

Use write-ins or a “Comments” field to find out what clients think. Don’t assume you know all the possible answers.



Include open-ended questions that allow clients to give you specific, actionable feedback. However, don’t ask too many. Open-ended questions that require a lot of writing will cause time-pressed clients to become annoyed and abandon the survey.

Each question should ask for just one piece of information and not have any additional questions embedded within it. If either *and* or *or* ends up in your question, there’s a good chance your question is inconclusive. For example, if you were to ask, “Were you satisfied with the timeliness of your tax return preparation and the knowledge of the team member who helped you?” a simple “No” answer could have more than one meaning—and you’ll have no way of knowing whether the client was unhappy with the timeliness or your team member’s knowledge level.

#6: Should client survey respondents be required to identify themselves?



Your survey feedback is worthless if you don’t take action on it. In order to follow up you must know who the clients are. This requires clients to identify themselves.

#7: How can I get buy-in from my firm’s partners to conduct a client survey?

In order for partners buy-in to a client survey they must believe that client service, satisfaction and retention is a problem. Here are the facts:

Customer loyalty drives revenue growth of up to 20%.¹

For many large companies, up to 95% of profits come from long-term customers.²

Adding a new customer costs three to seven times more than keeping an existing one.³

A 5% improvement in client retention can improve profits by 25% to 85%.⁴

Between 65% and 85% of customers who chose a new supplier professed themselves satisfied or very satisfied with their old supplier.⁵

¹ Lawrence A, Crosby and Sheree L. Johnson, “Growing Up,” *Marketing Management*, (March/April 2005): 12-13.

² Ibid.

³ Ibid.

⁴ Harry Mills, *The Rainmaker’s Toolkit*, (AMACOM 2004), 12.

⁵ Jim Billington, “Five Keys to Keeping Your Best Customers,” *Harvard Management Update*, (July 1996): 3-6.

Then, in the words of [Dr. John P. Kotter](#), the Konosuke Matsushita Professor of Leadership, Emeritus at Harvard Business School and the Chief Innovation Officer at [Kotter International](#), it's effective to highlight the problem and the people affected by it in a way that makes the problem *feel real*. Highlight the real, personal consequences of the problem you want people to see, and highlight the real people who suffer because of it.

Ask yourself:

- How is our level of client service impacting our staff recruiting and retention?
- Is our firm's growth hindered by client departures?
- Does our firm have a reputation for client satisfaction? If so, does it help us win new clients?
- What are my partners afraid of discovering from their clients?
- How many of our clients are at risk?

#8: What do I do with the survey results?



Once you've asked clients for feedback it is critical to follow up. If you don't intend to follow up don't conduct the survey in the first place. This can include a letter and/or email thanking clients for their participation along with a summary of the results.

Share the results, including verbatim client comments, and what these results have taught you with your entire staff. Celebrate the positives and determine how you can improve upon the negatives. This is a tremendous learning opportunity for you and your team.

If the results are not what you expected, don't ignore them and make excuses. Embrace the feedback and do something about it.

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Capstone Marketing provides a variety of services to CPA firms including Brand SurgerySM, Marketing Plan Development and Implementation, Inbound Marketing, Retreat Facilitation, Training, and Marketing Director Recruiting.

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Talk!**

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