

## IMPORTANT INFORMATION FOR TAX PREPARATION

### **Tax Preparation Appointments:**

If you have not already done so, please call our office as soon as possible to schedule your appointment.

Thursday, April 1, 2010, will be the last available day for appointments. Completing all appointments by this date will help ensure our goal of finalizing your tax return by the April 15<sup>th</sup> deadline. Information received after this deadline may delay your tax preparation.

In addition to appointments with Mark Metzger, CPA or Kit Fox, CPA, appointments are also available with our expanded team of CPA's.

### **Drop off Service:**

We encourage you to utilize our drop off service. If you are unable to schedule a time for an in-person meeting for your tax preparation, you may utilize your tax organizer and drop off your information. Your tax return will be prepared & you will be contacted as it progresses. This service may expedite your tax preparation and save you time.

### **Phone Conference and E-mail Fees:**

Technology has enabled us to greatly enhance our communication and facilitation of information. This year we will increase utilization of e-mail and phone conferencing to improve our client services.

Concurrent appointments during tax season often challenge our ability to provide same day return phone calls. Our goal is to return phone calls within 48 hours; however, in the interim please feel free to utilize e-mail. E-mail may help alleviate any difficulty you may encounter in contacting your CPA. If you have an urgent matter, please let us know and we will respond accordingly.

Additionally, if you are unable to connect with Mark or Kit, please feel free to speak with any of our CPA team members. Please take advantage of the knowledge and experience they have to offer you.

We will increase communication by addressing various issues by e-mail and phone conferencing. E-mail and phone conferencing may replace the necessity of in-person appointments and save your time by providing quicker detailed responses to certain matters. **In these instances, regular hourly fees will apply but will be prorated.**

**Fees will apply to any preparation for your phone conference or e-mail, to any calculations or research and to any subsequent follow up.**

As always, communication directly related to your tax preparation is part of the tax preparation service we provide and there is no additional charge; however, **additional bookkeeping required for tax preparation may necessitate additional fees.**

If you have any questions or concerns about our fees, please contact us.

Feel free to contact us regarding any questions, concerns you may have with your billing. **Never hesitate to inquire.** We want to avoid any confusion where billing is concerned.

Once again, thank you for choosing Metzger, Klawon & Fox, PLC. We look forward to working with you.

Sincerely,  
METZGER, KLAWON & FOX, PLC