



Helping You Keep More of What You Earn

Client: _____

RE: COST OF ADDITIONAL COPIES

Enclosed is a copy of your tax return. At the time of preparation, we make this extra copy so you have record of what was sent to the IRS. You should also refer to it when needing a copy for any loan, refinancing, and so on, which may transpire in the future. Please keep this copy in an accessible place.

If you lose or misplace your copy or simply feel it is more convenient to contact us to provide another copy, we will do so at a service fee of \$50 per return to defray our costs of labor, copy charges, faxing and or postage. There is no exception to this policy.

Example: Copy 2008 & 2009- 1040 = \$100.00
Copy of Corporate, State & Individual Tax Return = \$150.00

If you understand and agree to the above, please sign where indicated.

Client Signature

Date