



Please Attached the following

1. Engagement Letter, please sign and date.
2. Charitable Donation Disclosure and Schedule C Disclosure. If applicable. Sign and Date.

Federal Filing Due Dates:

Form 1040	Due on 4/15/2010	Extended return Due on 10/15/2010
Form 1120, 1120S	Due on 3/15/2010	Extended return Due on 09/15/2010
Form 1065	Due on 4/15/2010	Extended return Due on 10/15/2010
MD Form 1	Due on 4/15/2010	Extended return Due on 06/15/2010

Penalties:

Includes, but not all-inclusive, the following: 1. Late Filing Penalty 2. Late Payment Penalties 3. Partnership, LLC and Corporations have a \$89.00 per month per shareholder Late Filing Penalty.

Date of Drop Off_____	Your Name_____
Name of Preparer_____	Best Phone#_____
Tax Form_____	Email Address_____

Special Notes:

Missing Items:

Do You Use:(circle) Twitter FaceBook LinkedIn

Are you Interested In:

- Estate Plans
- Investment Plans
- Retirement Plans
- Education Plans
- Free Seminars
- Free Java Chats

All of this will help you and us have a pleasant and manageable tax season.

Thank you for your continued loyalty. If you have any questions, please give us a call.

Most Sincerely and Fondly,

Brian F. Chrest CPA [**Brian@chrestcpa.com**](mailto:Brian@chrestcpa.com)

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