



Welcome to Stress Free Accounting

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January 1, 2020

**FOR IMMEDIATE RELEASE
RE: INSTRUCTIONS FOR REQUESTING DOCUMENTS**

Dear Sir/Madam:

Welcome to Stress Free Accounting with The Bookkeepers MD! Below is required guidance for requesting copies and/or duplicate copies of documents.

WAYS TO REQUEST:

- (1) Contact Us directly at 240-716-9536.
- (2) Email Vernon Lynch III at Vernon@thebookkeepersmd.com to schedule a verifying session prior to receiving Information Release Form form to complete.

Once you receive your Information Release form, please complete it in its entirety using our encrypted system. Once the individual or entity information is verified, please allow 48-72 hours for processing and then your documents will be sent directly to you via Certified Mail or other equivalent.