

## Expectations From Our Clients:

We can only carry out our responsibilities to you with your participation and communication.

Understanding these expectations will ensure you get the full value from your relationship with our firm.

We look forward to building a positive relationship with you.

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### Prioritize Communication

Please make sure that you make responsiveness to our team's requests a priority as well as reaching out when you need to schedule an appointment.

Email: [doreen@jlpollackcpa.com](mailto:doreen@jlpollackcpa.com) or Call: [\(980\) 237-4008](tel:(980)237-4008)

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### Abide by All Deadlines

Our internal deadlines are set to ensure efficient, timely, and accurate work. Please respect the deadlines we give you.

Subscribe to our calendar: [Google](#) or [iCal/Outlook](#)

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### Respect & Courtesy

We ask that in all of your communication with our staff, CPAs, and administrators, you are cool, kind, and respectful.



**JLPOLLACK CPA**  
PLLC