

1	R.	13740 Dix-Toledo Rd.
2	E.	Southgate, MI 48195
3	J.'s	Tel: (734) 284-8833
	ACCOUNTING & TAX	Fax: (734) 284-7205

Robert E. Jacob E.A., M.B.A. President
Enrolled to practice before the internal Revenue Service
Vist us on the web www.rejaccounting.com

Prepared By	R.E.J.'s Accounting & Tax Service, Inc
Approved By	Businesses, Non-Profits & Individuals

May 1st 2013

To all Business clients

RE: Summer hours for REJ's

We will be utilizing our automatic attendant system when you call in.

Please leave messages for Maria at 201
Bob at 202 and Rich at 203

Please do not leave on the main line 200, we only check this once a week.

Our summer hours are as follows (until June 30th)

Monday, and Friday 10 am till 4 pm (Maria works these days)
Tuesday and Wednesday 1 till 4:30 pm (closed on May 14 and 15th) see below
We are closed Thursday, Saturday and Sunday.

Maria's vacation is April 29 till May 3rd
Bob's vacation is May 10 till May 17th

Please call ahead, to make sure we are here, or to schedule an appointment.

My son Matt got a full time job with HP and will not be working this summer.

Sincerely,



Robert E. Jacob