



Dear SMC Client,

Welcome to team SMC!

I'd like to introduce myself to you. My name is Holly, and I am your point of contact for anything related to payments, invoices, and tax documents.

We at **Storytelling Marketing Communications, LLC** pride ourselves in providing quality services comparable with a big agency at a fraction of the cost.

We can continue to do this by offering services that include electronic processing of payments for services rendered saving our clients time and money.

With recent delays with the current mail system, we have found that this eliminates issues in which payments are not received timely due to delays that we have experienced with the postal service.

It has saved our clients the resources required to research and if necessary, reissue payments if payments are not received timely due to any issues that may occur due to the mail system.

Our clients have benefitted financially from this program as we have saved money by producing postage, checks, and the time to generate a payment, which has created additional value in our already affordable marketing and communications services.

Storytelling Marketing Communications, LLC will provide an invoice on or about the first of the month in which you will have to “approve” for us to accept payment.

Please note, we are unable to draft a payment from your account without authorization. This authorization does not allow us to view your funds, it is simply a way of collecting a payment in which you are authorizing the elimination of a paper check.

Like many other businesses, Storytelling Marketing Communications, LLC processes payments on an application provided by our financial institution, Members 1st Credit Union, in which we data enter the data on your check (account number and routing number) eliminating a trip to the bank.

This authorization ONLY replaces the paper check as a way of saving our clients time, money, and any hassles that may occur due to delays with the post office.

Please complete and sign the attached Electronic Funds Authorization Form document and return it to hollyleb@415bookkeeping.com.

We at **Storytelling Marketing Communications, LLC** want to thank you for your business!

If you have any questions or concerns regarding this letter, payments, and tax documents please contact me at your convenience.

Sincerely,

Holly LeBarron
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Dillsburg, PA 17019
hollyleb@415bookkeeping.com
717-880-1549