## How to Book an Appointment

You can book an appointment in one of two ways:

## 1. Call our office at (253) 565-9424

Feel free to call anytime during office hours and we will go through our calendar and find a time and date that works for you. Appointments are typically available Monday-Friday, 8:00am to 5:00pm and Saturdays 9:00am to 2:00pm.

## 2. Book online directly through our website at <a href="mailto:lcmillercpa.com/bookings/">lcmillercpa.com/bookings/</a>

We use an online booking system that allows you to book directly to our calendar. Pick a date and you'll see every available appointment. Select the time that works best for you, enter your name and contact information, and you'll be booked for your appointment. Appointment slots are 30 minutes for tax or books consultations, and 45 minutes for tax preparation.

We are located at 4007 Bridgeport Way W, Suite F-1, 3 & 4, in University Place, WA 98466. Although it's a Bridgeport Way address, the entry to the building is easiest to find off of 40<sup>th</sup> Street, just before the roundabout. Use the door on the left for tax appointments. Go up the stairs for bookkeeping help. Here is a map that will help you locate our office:



If you were standing at the Little Caesar's pizza, you would see this: Drive into the parking lot and you'll see this sign. Follow it to the right.

Look for my logo between the last set of doors; tax services to the left, books services to the right (and up the stairs).





