

## Working with an Accountant at L. C. Miller CPA

You can book an appointment with us in one of two ways:

### 1. Book online directly through our website at [lcmillercpa.com](http://lcmillercpa.com)

We use an online booking system that allows you to book directly to our calendars. From the top menu bar, select either “*Tax Services*” or “*Bookkeeping*”. Click “*Book Now*” and you will see our calendar. Select a service, and tax preparer (if applicable), and pick a date. Every available appointment for that date will be listed. Select the time that works best for you and enter your contact information and you’ll be booked for your appointment. During tax season, appointment slots are 30 minutes long, but if you need more time, feel free to book two consecutive slots.

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

Feel free to call anytime and we will go through our calendars to find a time and date that works for you. During tax season, we are available for appointments Monday-Saturday, 7:00 am to 8:00 pm. During the offseason (May-Dec), we’re generally available Monday-Friday, 8:00 am to 5:00 pm.

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 Subway, you would see this driveway across 40<sup>th</sup>:



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, bookkeeping to the right (and up the stairs).

