

INSTRUCTION SHEET

HOW TO PLAN FOR YOUR FORENSIC AUDIT:



TROY & BANKS

SMART SOLUTIONSSM

This instruction sheet has been prepared for your use in gathering the information for your utility and telecommunications audit.

1. Please copy one (1) month's bill from each of your utility and telecom accounts:
 - Electric
 - Street lighting/outdoor lighting
 - Gas
 - Fuel
 - Water/Sewer
 - Telecommunications
 - ◊ Local
 - ◊ Long Distance
 - ◊ Cellular/Wireless
 - ◊ Data
 - ◊ Frame Relay
 - ◊ Internet Services

Or provide a summary account listing by vendor including account number and/or portal billing access.

2. Execute the enclosed Client Agreement and Letter of Authorization form.

3. Send all information to:

2216 Kensington Avenue
Buffalo, NY 14226
Tel. 716-839-4402 or Fax 716-839-4452

TRUSTED INSIGHT
FROM
EVERY DIRECTION

