



## **KD PROFESSIONAL SERVICES CORP.**

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### **Getting the Most from Your KD Business Package**

As a valued Business Package Client, we want to make sure you are getting the maximum benefit of being on the Business Package. The Business Package provides you with a discount on the overall cost of your year-end, which includes the financial statements, corporate tax returns, GST returns and T-slips for shareholders. On top of the discount, we have also included many other valuable items free of charge. Here are some of the key extra items we have included at no extra charge and how to ensure you are taking advantage of them:

**Free Annual Returns** – If KD is the mailing address for the annual return, we will file it for you automatically and get you the completed filing for your minute book. If KD is not your mailing address for the annual return, please ensure to get us the annual return when it comes to you in the mail so we can file it on your behalf.

**Business Start Up Bible** – You should have received this when you signed up for the Business Package. If for some reason you do not have it, please let us know and we will get you a copy. This is a valuable tool to answer many of your questions in the areas of tax, record keeping, planning, minute book upkeep and more.

**KD Membership** – Our membership includes a free weekly video teaching with every month being on a different topic. You not only have access to the current videos, but you also have access to the archive of past video series. If you are not receiving these videos by email or cannot access them for any reason, please let us know.

**Up to 4 Free Hours of Consultation** – Each year you receive up to 4 hours of consultation and planning. These consulting hours can be used for tax planning as well as to discuss situations and complex questions you may have. If you need more than 4 hours of consultation in any given year, we can offer you more hours at a discounted rate. To access the consulting and planning, you need to contact us to book an appointment or conference call. Of course, you can always contact us any time by phone or email if you have any questions at all!

Thank you for allowing us to serve you and if we can do anything else to make our service even better, please let us know!

Sincerely,  
Your KD Team