

1. Please rename the Checklist (Spreadsheet) name to your Name
2. There are 7 WORKSHEETS\_PLEASE go through all
3. Any questions or comments please email me to **sarin@sarin.biz**, please keep the subject of the mail to your name and kindly don't change it, during communications
4. I will be available from 9 – 2 EST on week days over the phone
5. On weekends from 9-9 EST
6. After hours please contact by e mail and I will contact you back as soon as possible
7. As soon a you mail back all the required documents ,you should get an appointment time. Else let me know.
8. Once you get the appointment please email me if its convenient or not. Incase you have to change the timing please let me know
9. Kindly Call 215 – 821-1364 during the appointment.

Please include the phone #

Kindly don't change the subject while in reply communications

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Thanks in Advance

**Sarin Kuruvilla**

**215-821-1364**

**215-666-8600**