

# **Stefforia, Petik & Associates, P.C.**

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(734) 747-8863

January 1, 2011

Dear Client,

Our office hours are Monday through Friday 8:30 a.m. to 4:30 p.m. except as noted below. Our summer hours will be in effect from Friday, May 6<sup>th</sup> through Friday September 2<sup>nd</sup> during which our office hours will be Monday through Thursday from 8:30-4:30 and Fridays from 8:30-12:30.

In observance of holidays our office will be closed as noted below. Please adjust your schedule for your accounting needs accordingly. If you have payroll or other work due to us during that time, it will need to be prepared earlier in the week.

## **Memorial Day**

Friday, May 27, 2011 – Closed All Day

Monday, May 30, 2011 – Closed all day

## **July 4<sup>th</sup>**

Friday, July 1, 2011 – Closed all day

Monday, July 4, 2011 – Closed all day

## **Labor Day**

Friday, September 2, 2011 – Closed all day

Monday, September 5, 2011 – Closed all day

## **Thanksgiving**

Thursday November 24, 2011 – Closed all day

Friday November 25, 2011 – Closed all day

## **Christmas**

Friday December 23, 2011 – Closed all day

Monday December 26, 2011 – Closed all day

## **New Year's**

Friday December 30, 2011 – Closed at 1:00 pm

Monday January 2, 2012 – Closed all day