



Global Executive Management Solutions

Certified Public Accountants

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We understand you are about to embark on a new international assignment - Congratulations!!!

As part of this assignment, we would like to offer you a service commonly called a "U.S. Entrance Interview." This interview is designed to help explain U.S. Federal and State income taxes, social taxes, other taxes, residency, worldwide taxation in the US, and provide some preparatory steps to help lower both the US preparation and income tax burdens.

The interviews are usually about one-half hour long and can be held over the phone. If you are interested in this meeting, simply complete this form and fax it back to us at (678) 625-7642.

First Name:		Last Name:	
Spouse's First Name:		Spouse's Last Name:	
Business Phone:		Home Phone:	
Mobile Phone:		Spouse's Mobile Phone:	
Work E-mail:		Home E-mail:	
Home Address:		Work Address:	

Prior to our meeting we recommend you review our site and develop a list of questions for us. The site is full of expatriate and inpatriate tools and tips. One tool in particular is the travel and workday calendar which is located at <http://www.gemms.us/travel>. Please proceed to this website and download a copy prior to our meeting. Do not print this document. Simply have the electronic version available for us to review and discuss during our meeting.

Our hourly rate is \$200/hr and if your call exceeds the ½- hour anticipated length, the cost for this service will be billed at our hourly rate. Your return of this form is considered agreement to these fees.

If you have any further comments, questions, or concerns, please do not hesitate to contact me.

Very truly yours,

Chuck Heyde, C.P.A.

For Global Executive Management Solutions