**From:** Renee Philbrook [mailto:rphilbrook@philbrookandassociates.com]   
**Sent:** Wednesday, January 28, 2015 11:19 AM  
**To:** ckrum@gulfofmaine.org  
**Subject:** FW: Description of Philbrook & Associates

To the Executive Committee for the Gulf of Maine Association,

Philbrook & Associates is seeking **From:** Renee Philbrook [mailto:rphilbrook@philbrookandassociates.com]   
**Sent:** Wednesday, January 28, 2015 11:19 AM  
**To:** ckrum@gulfofmaine.org  
**Subject:** FW: Description of Philbrook & Associates

To the Executive Committee for the Gulf of Maine Association,

Philbrook & Associates is seeking  to perform the bookkeeping services for the Gulf of Maine Association.  We work with many non-profits and know we can fill the need that you have regarding the bookkeeping.

Please find enclosed an informational sheet explaining what we do and a copy of our insurance information.

Our website is philbrookandassoiciates.com, and there is additional information here as to who we are and what we do.

I have also enclosed a copy of the MOU that we use for most of our clients when we start a new relationship.  I understand that there will be contracts provided by the Gulf of Maine Association and that this document may not be used, but it provides the pricing and a bit more about us.

Please don’t hesitate to call with questions,

Thanks,

Renee Philbrook

PA LOGO

Renee Philbrook-President

Philbrook & Associates Bookkeeping and Business Services

17 Walnut Street

PO Box 1149

Rockland, Maine 04841

Phone: 207-594-9460

Fax:       207-594-9452