

## **HOW TO CONFIRM JOBS**

1. If by email, send confirmation email back with rates (initial confirmation)
2. If by phone, request that they may send an email so that we have proof for our records
3. If request is sent through the website, reply with confirmation email with rates.
4. Print confirmation email and add to the diary
5. Send re-confirmation email 48 hours prior to deposition date (final confirmation)