

BTLG PRESENTS

DOCUMENT RETENTION BASICS

E-mail, data, paper and electronic documents What every business should know

Space is limited for this **FREE** informational session; Reservation is required. Please contact Arlene Heine at BTLG at (410) 290-0707 or aheine@btlg.us by March 1, 2005 to reserve your space. Complimentary continental breakfast will be provided.

WHAT: Document Retention Basics

WHEN: March 17, 2005
8:00 AM – Registration & breakfast
8:30-10:00 AM – Program

WHERE: Columbia Sheraton
10207 Wincopin Circle
Columbia MD 21044

SPEAKERS:



Christopher Young, Esq.
Business & Technology Law Group
Columbia, Maryland

Edmund "Skip" Coale, CPA
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Certified Public Accountants
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RSVP BY 03.01.05

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