Hi Chris,

Enjoyed meeting you too.  I will review the reports.  In the meantime, I am attaching my resume per your request.  As we discussed, I currently charge $65/hr for my bookkeeping services. Although we didn't discuss this, I am available weekly, on Mondays, after my morning client - time needs to be a bit flexible as their workload is not predictable and they may not need me every Monday.  But it will only take less than 10 minutes to get from their office to the club.

Sincerely,

Carla