



## **Treasurer Search Profile Form - “How to Send” Instructions**

There are 3 ways you can submit your search profile to our consultants which are listed below:

### **How to Send via E-Mail:**

Download the attached form and fill out the form, then “Save As” the completed form as a .PDF document on your computer. Name the .PDF document “Bethel Local Treasurer Search.pdf.”

Open your e-mail, select “Attach File” (this may be named something else depending on what e-mail you are using; IE, gmail, Yahoo, Outlook, etc.). Then navigate to where you saved the “Bethel Local Treasurer Search.pdf” document on your computer and attach the file to your e-mail.

In the subject heading on your e-mail type, “Bethel Local Treasurer Search.”

Send your e-mail to Cindy Ritter at K-12 Business Consulting, Inc. - [critter@k12consulting.net](mailto:critter@k12consulting.net)

### **How to Send via Fax:**

Download the form and fill it out the form, then print the completed form. Fax the completed form to:

K-12 Business Consulting, Inc.  
“Bethel Local Treasurer Search”  
Fax - 614-656-7526

### **How to Send via U.S. Mail:**

Download the attached form and fill it out, then print the completed form. Mail the completed form to:

K-12 Business Consulting, Inc.  
“Bethel Local Treasurer Search”  
P.O. Box 476  
New Albany, Ohio 43054

Thank you for your time and assistance with the Search Profile form.

Sincerely,  
Bethel Local Board of Education