

Please help Albany County improve services to businesses like yours.

A request from County Clerk Tom Clingan

Thank you for filing your Assumed Business Name (or "DBA") in the Albany County Clerk's Office. We have entered this document in our records and on our computerized indexing system, and are always ready to provide you with additional copies whenever you need them.

You can help us to serve your future needs and the needs of other small business owners by telling us how we can improve our services. Please take a moment to answer the following questions and return this form to me at the address below. Check "N/A" (not applicable) if the question doesn't apply to you.

Did you contact our office for information before you filed the DBA? Yes No
If you called us by phone, did we answer your questions correctly? Yes No N/A
If you received information from our website, did you find it useful? Yes No N/A

When you filed your DBA at the Albany County Clerk's Office:
Were you served promptly? Yes No
Did you receive accurate answers to any questions you had? Yes No N/A
Were you asked if you wanted certified copies of the filed DBA? Yes No

Looking back on when you filed your DBA here:
Did you experience any difficulty in finding our office? Yes No
Would it have been more convenient for you to visit our office after 5:00 pm? Yes No

Please add any other comments concerning your experience at the Albany County Clerk's Office:

I'd also like the opportunity to serve you again. The Albany County Clerk's Office provides a variety of services, from mortgage and deed recording to passport applications. Complete information about all of our services and available records can be found on our website at <http://www.albanycounty.com/departments/clerk/> or by writing to me at the address below.

You may provide your name and address below or you can keep your response anonymous. In either case, I welcome your comments and opinions.

Name Phone Number

Address

Thank you again for using the Albany County Clerk's Office and for taking the time to complete this survey.

Please return this survey to Tom Clingan, Albany County Clerk, County Court House Rm. 128, 16 Eagle Street, Albany, NY 12207-1077. For a PDF version that you can download or a form that you can submit online, please go to our website at <http://www.albanycounty.com/departments/clerk/>. If you prefer to call, my phone number is (518) 487-5110; our fax number is (518) 487-5099.