

You should review item VII. The second item has the number 12 in parentheses but the word before is "eighteen".

The word before it should say "twelve"

Also, you have asked for a sample report on finalists from a previous report to a client. I have concerns about this request. These reports are prepared for a specific client and contain personal information which was obtained for that client. When I gather personal information on an applicant including court records, educational verification and other information, I come under the Federal Fair Credit Reporting Act regulations. I also have to get a release from the applicants which says that I am gathering the information for a specific agency. I don't think it is appropriate for me to give that information to another entity. To accommodate this request in the past I have edited the personal information to eliminate personally identifying information and identify the applicant as "Sample". Do you think that will suffice?

Sample or fictitious report with the details listed would suffice.