



Corona Virus - Covid-19

We currently have a very unusual set of circumstances and the spread, inevitably, of this virus will mean times when people need to, at the very least, self isolate. We are conscious therefore we need to have in place systems which mean we can, as far as possible, continue to ensure your affairs are looked after.

To this end appreciating that either you may not be able to make normal contact or we may find our offices have to close or run on very restricted staff levels we are trying to make contact easier - some is by using technology and some by differing the way we make contact.

We envisage much more use of email communication - if you have received this notice by post can you please confirm or let us have your email address by sending it to the email of your appropriate office. If you have received it by email then can you please reply to confirm.

Some may not wish to come in for, or be able to attend, meetings, We can deal with this either by conference call or by video conference. Let us know and we will arrange the appointment accordingly.

It may well be that we will be working remotely so please bear with us as paper files will not always be accessible.

It may be that working with reduced staff the offices may need to be closed periodically. We would ask anyone wishing to visit to phone prior to attending. We have set up specific phone numbers, given below, which will divert to someone even in the case of the office being closed.

Obviously we look after tax and business affairs but if you have any need outside of this, and we mean any, please call us and we will do our best to assist in any way possible either directly or through our wealth of contacts.



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