



NOTICE TO CLIENTS & VISITORS

Given the COVID-19 pandemic we want to reassure our clients and community we will remain available to assist with tax filings and other regular services. Our services are currently in a modified format for health and safety reasons, subject to further notice.

1. Client meetings are moved to a **teleconference** format, rather than clients attending in person at our office.

2. With regard to providing us materials:
 - a. **RECOMMENDED:** Please provide materials in digital format by email. Scans or even pictures of documents will suffice.
 - b. **ALTERNATE OPTION:** Attend at the front door of our office, placing your documents in an envelope. Please indicate the following information on the envelope: Name (First/Last), phone number, email Address. Our team will monitor the contents of the box. Subsequent steps will be provided via phone call and/or email. Please note, the envelopes may be subject to isolation for a time prior to processing, so the first option is advisable in the interest of efficiency for our clients.

We encourage everyone to take precautions to reduce the spread of COVID-19 and look forward to resuming standard procedure soon.

- Giroday & Warren LLP -