



## **CORONAVIRUS (COVID-19) – BUSINESS CONTINUITY**

Continuing to follow the Government guidance to work from home where possible our business premises are temporarily closed. Please be reassured that we have measures in place that allow our staff to continue to work remotely to progress your matters and protect your interests.

We remain open for business and our aim is to continue to provide you with the highest level of service and to operate normally as far as possible in this challenging situation.

However, in light of the current circumstances some changes to our working practices are necessary so we would ask you to contact us in the first instance by telephone or email and we will endeavour to carry out client meetings via telephone or video link.

In circumstances where a face to face meeting is essential, we will contact you to discuss how this can be facilitated, following the latest guidance and advice from the Government. The health and safety of our clients and staff is our priority and we are following the recommended safety advice and precautions.

We can assure you that we will do our utmost to ensure that your phone calls will be answered, and emails responded to for any queries you may have.

Please do not hesitate to contact us if you have any questions or concerns and thank you for your understanding at this difficult time.

If you attend the office for a pre-booked appointment, or to deliver documents and require assistance please call 01392 258451