



NOTICE

To do what we can to keep our clients, our employees, their families, and our community safe during the Covid-19 outbreak, we have implemented the following practices on a temporary basis until further notice:

- When practicable, virtual meetings or phone conferences will be used in lieu of in-office meetings.
- When practicable, please use the door slot to drop off documents.
- When practicable, in lieu of in-person document pick-up, tax returns and other documents will be sent via mail, private carrier, or electronically as appropriate
- If you choose, you may pull your car under the portico and call us at 229-247-8005 and we will bring documents (including those needing signatures) to your car.
- Masks are required within our office.

We are continuing full operations and client services, albeit with the modifications of our practices mentioned above.

If you have any questions or concerns, please do not hesitate to call us at 229-247-8005.