

COVID-19

PLEASE READ

Our over-riding focus is the health and safety of our clients and our staff.

Our goal is to continue to deliver our professional services in a timely manner.

With this in mind, in light of the present circumstances, and in particular, the overwhelming uncertainties of what tomorrow, next week and the months ahead may bring, we have initiated the following procedures and protocols for both our corporate clients and 2019 T1 Personal Tax Return clients:

- Any information that you are providing to us should be delivered to us in one or more of the following methods:
 - o scanning and emailing to us using our secure e-Courier service
 - o mailing (eg., Priority Post)
 - o courier
- All meetings will be either by telephone or email. In-person meetings will recommence when our worlds have normalized.
- All deliverables (eg., our year end client package) will be emailed to you in secure electronic format.
- All forms and documents requiring your signature will be e-Couriered to you for either:
 - o Printing, signing, scanning and e-Couriering back to us
 - o Printing, signing and mailing back to us

Logistically, we anticipate that the only challenge will be obtaining your records and information that allows us to commence our work. If the above-noted methods are not available to you, please do not hesitate to contact our office. We will work with you to overcome any delivery obstacles.

Needless to say, these times are fraught with hardship and uncertainty and we sincerely appreciate your continued trust and support.