

With immediate effect we are suspending all face to face meetings in an attempt to reduce the risk of Covid-19 infection to our staff and clients.

**Changes to the way we will be working with you:**

Rather than face to face meetings we will interact with you by telephone or email.

**Business Records:**

If you need to deliver records, we ask you to **make an appointment** (this can simply be to telephone us 15 minutes or so before you intend to deliver the records).

- On arrival we ask you to call us or draw our attention to your arrival by knocking on the door.
- Place your records on the doorstep.
- Walk away to the edge of the forecourt.
- We will then retrieve the records from the doorstep.

Many of you currently send records to us by post or email and you can, of course, continue to do so.

We believe that the above measures will cause minimum inconvenience to our clients but apologise for any that may be caused.

Hopefully the current situation will be short lived - time will tell. Taking the above action will, in our opinion, help to keep all parties safe during this difficult time.

Thank you.