

ATTENTION: ALL CLIENTELE

Re: CORONAVIRUS (COVID-19) PREVENTIVE MEASURES

For the safety and piece of mind of our staff and clients

While there is **no indication** of COVID-19 within our offices, employees or clientele, based on **recommendations from Public Health Canada, the CDC and WHO**, The Accounting Place has put the following preventive measures in place for the safety of our staff and clientele:

- If you have travelled from outside Canada in the last 14 days;
- If you have travelled by airplane in the last 14 days;
- If you have had contact with anyone diagnosed with COVID-19 in the last 14 days

Please **contact our staff by telephone at 905-664-1010** and we will arrange to have your tax returns **completed by methods other than you visiting our office**. The alternative methods we have put in place include:

- Electronically through on-line communications and secure file transfer
- Courier of documentation between our office and your home
- Additional measures if required

Should you have **questions or concerns**, please contact myself directly at 905-664-1010 ext. 221 or by e-mail at arowell@theaccountingplace.ca.

Thank-you for your cooperation during these uncertain times and we look forward to assisting you in fulfilling your tax filing obligations.

A handwritten signature in blue ink, appearing to read 'Alan Rowell', is positioned above the printed name.

Alan Rowell, RWM, MFA
DFA-Tax Services Specialist
The Accounting Place

204 - 115 Highway 8, Stoney Creek, Ontario L8G 1C1