

ACCOUNTABLE^{CPA}

CHARTERED PROFESSIONAL ACCOUNTANTS


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March 30, 2020

Dear clients

We want to inform you of the measures we have put into place in response to the spread of COVID-19 virus. To protect the health and well-being of our clients and staff, we have decided to close our office doors.

However even though our doors are closed we continue to work from our homes. We have access to our phone lines from home and so you can leave messages and we will do our best to respond to you within a business day or you can contact us by email.

If at all possible, we ask that you provide documentation via email or if the information is confidential through the secure e-courier web site. To log on to the secure site click  .

If providing the information electronically is not an option and then we do have a drop slot which is located to the left of the front door. You can slide documentation that is already in an envelope through the slot for safe deposit. This drop area is monitored daily.

However, if your documentation is large and then we would ask that you call our office between the hours of 1:00 and 4:30 to make arrangements of how we can get your documentation.

These measures will ensure to do our part to reduce the risk of transmission while continuing to provide you with services and support.

We thank you for your understanding and cooperation and look forward to keeping in touch.

Yours truly,

Bruce and Marlene

Also, we would like to provide you with the following link for recent information regarding the Government of Canada's proposed economic measures which is on our web site at <https://accountablellp.ca/covid-19/>

Please stay in touch and do not hesitate to contact us.