

## Response to COVID-19

Our approach to working practices

We know that many of our clients, colleagues and the wider business community are feeling concerned and anxious about the spread of the Coronavirus (COVID-19).

As a practice we are conscientiously following Government guidelines and, in light of the announcement by H M Government on 23<sup>rd</sup> March, our office is now closed. However, we would like to reassure you that our staff are working seamlessly at home and still maintaining a high level of client service.

We have invested heavily in our IT infrastructure, and as such our team are able to work from home, to provide continuous and pro-active support to you.

We are able to offer online, face- to- face meetings and consultations via video conferencing methods such as Microsoft Teams and Zoom and will happily discuss these options with you.

Please note that our office number is still fully operational, and Victoria will take your call and ask the appropriate team member to call you back.

If you need to drop off books and records, then please call the office number to arrange a suitable time for someone to be present to collect them.

We will be sure to keep you updated on any changes to our processes as matters develop.

Any recommendations we have, to help you and your business minimise the impact of the challenges facing all of us, can be found on our website:

[www.advanceaccountancy.co.uk](http://www.advanceaccountancy.co.uk)

Bob Janice & the Team

Advance Accountants

24<sup>th</sup> March 2020