

March 23, 2020

Dear clients:

We are working diligently to ensure the safety of our staff and clients during these unprecedented times, while also doing our best to continue to provide client service, as technology has allowed us to continue to work. As of Monday, March 23, 2020, we are implementing the following office procedures, which will be in place until Monday, April 6, 2020, unless notified otherwise:

- *Our office will be closed to clients and visitors.* If you had a meeting scheduled with a partner or one of our staff members, they will reach out to you directly to either re-schedule the time of the meeting, or conduct the meeting over the phone.
- *We will continue to work on our tax, accounting, payroll, and audit engagements as scheduled. For the time being, some of us will be in the office, while others will work from home.*
- *For those of you that have information to deliver to us, you have multiple delivery options:*
 - **Email:** see listing of partner email addresses below
 - **CGW secure cloud portal:** drag-and-drop documents securely (contact your CGW partner with assistance in setting up a login to our portal).
 - **Fax:** 918-744-8609
 - **Mail:** utilize the US Postal Service or private mail delivery
 - Physically drop the documents through our **mail slot**. Ensure the documents identify the client name clearly. We will get the client-provided documents to the appropriate partner or staff member on a daily basis
- For those of you that are *payroll and accounts payable clients*, your dedicated staff member will reach out to you over the coming days to make arrangements for you to pick up payroll and accounts payable checks at our office to maintain your normal payroll processing and accounts payable processing schedule.

We truly appreciate your partnership with us and we will do our best to serve your account with excellence. If any changes are made to the above policies, we will communicate those to you immediately.

Sincerely,

Conklin, Gilpin & Wertz, P.L.L.C.
918-749-0921

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