



Wall,
Smith,
Bateman Inc.

March 17, 2020

Dear Clients,

The COVID-19 virus is dominating the news cycle, and it must also be dominating your personal and professional conversations. Wall, Smith, Bateman is no different; we are actively implementing our response to this situation while operating in an environment of considerable uncertainty.

We are continuing to take care of our clients and meet deadlines. We are also practicing social distancing, as much as possible, and other recommended practices while continuing to work. **Until further notice, we have closed our office doors to any walk-in clients as well as face to face contact.** In the event you are already scheduled for an appointment, we will honor that visit, if you are comfortable with it and we will make arrangements for you to enter the office.

For clients dropping off items to us, we ask you send documents electronically when you can. If you are unable to send documents electronically, we will provide a secure receptacle at the front door for you to drop off your documents or we will have a person meet you at the door to receive your information. We ask that you drop information off during business hours so that we can protect your information.

We are making an effort to interact with our clients by electronic means as much as possible. We will prioritize sending tax returns, audits, payrolls, accounting work, etc. by email, Sharefile portal or mail. To limit contact with multiple people, we will be using Sharefile as our secure portal for documents, Go-to-meeting for virtual meetings, or phone conferences to meet with our clients. If you would like to schedule a virtual meeting or phone call with us, please call 719-589-3619.

We are taking every precaution to ensure the safety and health of our communities, but we need your help. If you are experiencing flu-like symptoms and have a scheduled appointment, please let us know as soon as possible to schedule a virtual or phone meeting with you.

We are all in this together,

Wall, Smith, Bateman Inc.

Certified Public Accountants

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