

Coronavirus Notice for All Clients and Contacts

At this time of unprecedented disruption, I wanted to send a personal note as we all face the effects of Coronavirus (Covid-19). It is inevitable that we will all be affected to some extent, whether it is our businesses or our own people and families.

As far as possible we aim to continue to serve and assist you run your business as normal. We have in place the systems to allow all of us to work remotely from home should we be prevented from getting into the office for any reason. At present it is business as usual here although we are reducing/eliminating non-essential meetings.

Various filing and payment deadlines remain in place and no announcement has been made about relaxing these.

Much can be handled electronically and we can all remotely access email. If we cannot be contacted by phone you should email us and we will call you back. Initially please use the general email box shown on our stationery: cc@ccca.uk.com

Alternatively if you have the direct email address for your usual contact here please use that address. (We are not putting individual email addresses on our website)

Please ensure we have your up to date email address and if necessary simply send a test email confirming your latest or preferred address.

We will be able to conduct meetings by phone but if you have a Skype account please email your Skype address to us. We don't have all access to Skype yet and this is being reviewed.

Dealing with work on your behalf will frequently involve providing us with physical paperwork. This will still be possible by prior arrangement so let us know.

Above all we all must stay safe and healthy. Do call any of us if you are concerned about any matter.

Ian