



**ANDERSON, ADKINS
& COMPANY**

CERTIFIED PUBLIC ACCOUNTANTS

Relationships Are Our Assets.

To Our Valued Clients, Staff and Community,

We are remaining committed to providing exceptional services to our clients and community in this difficult time.

As we continue to experience the increased impact of Coronavirus (COVID-19), we feel it is important to share with you what we are doing to help keep all of us safe and healthy as advised by the Center for Disease Control.

We have begun limiting in-person appointments as much as possible to reduce the number of people in our building.

We have increased our cleaning and disinfecting procedures to maintain a healthy environment for our clients, staff and families.

We have instructed anyone who is not feeling well to stay home out of an abundance of caution and self-monitor their symptoms.

We have planned for staff to work remotely to limit as much interaction as possible.

We have the following options available to provide or receive documents:

1. You can scan your documents and put them in our secure web portal. Please call our office at 706.288.2000 and speak with our administrative staff who will be glad to assist you in uploading or downloading those documents.
2. You can fax documents to us at 706.288.2001.
3. Mail documents to our office.
4. Drop off your documents at the front desk or through the mail slot at the front door.

We will utilize one of the options above to return or provide documents to you. In addition, we can use an E-Signature or DocuSign procedure to provide documents to you for signature.

As the situation evolves, we will implement additional preventive measures to ensure everyone's health and wellbeing.

Thank you in advance for your patience as we navigate this challenging situation one day at a time to determine how best to continue serving our clients, staff, families and community.

Respectfully,

Anderson, Adkins + Company, C.P.A.'s, P.C.

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