



Office changes due to COVID-19

We would like to reassure you that Callaghans is still operating just with a few changes. We continue to be dedicated to assisting you with your accounting and financial needs while keeping our staff and clients safe.

Our office premises is now closed for all face to face appointments and signing of documentation due to precautions being taken to prevent the spread of COVID-19. See measures below to replace this service.

- **Appointments** – we are currently conducting appointments via Phone or Zoom (for video calls and sharing screens). When making an appointment please advise us of which method you prefer.
- **Document signing** - there is no need to come in and sign your documents. We use AdobeSign so that you can sign your documents electronically and there is no need to print the returns at your end. You will get a full copy once all parties (including us as your tax agent) have signed.

All we need is your current email address and we are good to go. Alternatively, we can post these to you for signing.

- **Paper documents** - if you have documents you would like to drop in you can do so however our preferred method for this would be to post to PO Box 111, BELCONNEN ACT 2616 or drop into letterbox #7 out the front of our building.

Please visit www.callaghans.com.au for more information, there is also an article on the Government's Stimulus Package.

If you have any questions, please do not hesitate to contact us on (02) 6256 6000 or info@callaghans.com.au.