

James W Mann

& Associates

FASA•CPA ABN 97 952 079 628



Accountants

370 Blackshaws Rd, Altona North, Vic 3025
PO Box 136, Altona North Vic 3025
Telephone 9314 6011 • Fax 9314 4774
Email • office@jwmann.com.au
Website • www.jwmann.com.au

Dear Valued Client,

We'd like to firstly send our best wishes to all our valued clients and we hope you're all healthy & well. The last few months have certainly been trying times as we all navigated & made changes to our daily household & work routines during this Covid 19 pandemic.

As we head into our busiest time of the year, James W Mann & Associates have introduced new measures to stay safe.

We always have the highest regard for the health and wellbeing of our staff and clients, so we've made some significant changes for Tax Season in 2020.

While appointments for Tax Season are now OPEN for bookings, we won't be offering face to face appointments this year, to keep in line with social distancing guidelines, as we have a very confined office space in each accountant's office.

Instead, we will be offering Phone appointments or Skype Video call appointments during our Tax Season. Please note that you do not need to have a Skype account, you merely need access to a computer that has webcam and speakers and can access Skype as a guest

Our tax appointment times are:

- Mon, Thurs & Fri - 10.00am till 5.00pm
- Tues & Wed - 2.00 pm till 6.00pm (available from 27th July to 27th November)
- Sat - 9.30am to 4.00 pm (available from 18th July to 14th November)

We have also introduced digital signing through our **Handisoft Client Portal**. If you have not already activated your Client Portal please contact our office and we will send you an emailed invitation.

It's as simple as viewing your documents and approving them digitally, all from the comfort of your own home on a mobile, iPad or computer.

The Client Portal not only allows us to upload your documents for digital authority BUT also allows you to safely and securely upload your documents for our attention rather than sending these documents via email.

We have been working tirelessly over the past few months making every effort to ensure a smooth transition, and whilst there may be some apprehension we hope that you will support us and help us continue the fight to stop the spread.

In the interim if you have any concerns or questions or want to book in your appointment for the new financial year, please feel free to call us on 9314 6011 or via email at office@jwmann.com.au and we will happily answer all your questions

Yours sincerely

The Team at James W Mann & Associates