



The Ford Group Professional Corporation

17665 Leslie Street, Suite 35
Newmarket, Ontario L3Y 3E3
Main Office: (289) 464-1001
Fax: (866) 571-4591

1040 Division Street, Unit 12
Cobourg, Ontario K9A 5Y5
(877) 497-2776
www.thefordgroup.ca

Friday, March 13, 2020

Dear Clients:

“Safety Above All” is something we take incredibly seriously at The Ford Group & Postings. We are listening to recommendations from the World Health Organization (WHO) and other leading health organizations. We are in uncharted territory here and our greatest concern is for the health and well-being of our staff, their families and our clients.

The WHO has declared COVID-19 as a pandemic and the Ontario Government has most recently ordered that public facilities will remain closed for 2 weeks after the March break (reopening on Monday April 6, 2020).

For this reason, it is now our policy to limit face-to-face meetings when possible.

We are no longer accepting one on one appointments, until after April 6, 2020. We highly recommend these alternate ways to communicate and for us to receive your tax and bookkeeping information:

1. Drop off: You can drop off your documents to our office and we will prepare your taxes/bookkeeping and call you if there are any missing documents or if there are any questions. Once completed, you can come in to pick up your completed documents.
2. Visit our website and go to tax client centre and you can upload your documents
<http://www.thefordgroup.ca/tax-services.html>
3. Tax/bookkeeping documents can be submitted using a safe file transfer. You can request a login link to upload your documents to us and then we can email your documents to you using ShareFile.
4. Drop-Box: Tax/bookkeeping documents can be left in our secure drop-box located inside the lobby door, beside the elevator.

Please note that during this time, we will try our best to service your needs. But, please be patient and understand that our health and well-being is a priority.

We will continue to provide you with regular updates as more information becomes available.

Thank you.

Michael Ford, CPA CMA
President & CEO
The Ford Group Professional Corporation