



Our PB&H community of employees, clients and their families is our number one priority. In order to address concerns you have regarding the coronavirus while at the same time meeting your accounting needs, we are taking steps to adjust our business processes daily.

Our employees are committed to being a resource for you whether from the office or from home. The location may be different, but the quality service will be the same. You can still call the main PB&H office phone numbers and reach any employee directly.

To help ensure the safety of our PB&H community and provide you uninterrupted service, we have taken several steps:

1. We have communicated with employees regarding the CDC recommended hygiene steps. We have asked anyone not feeling well to please stay home.
2. We have limited the number of staff in the office, and our leadership team is evaluating the safety of our clients and employees daily.
3. We have provided the tools and technology which allow all PB&H employees to work from home efficiently. We have extensive experience working with clients across the country and are happy to provide screen share solutions, conference calls and video conferencing as needed.
4. We have installed a secure drop box on our front porch for your use in providing your tax and accounting documents to your tax professional. We will be emptying the box multiple times a day in order to route your information to the appropriate person efficiently.

We encourage you to use the digital tools available, and we offer several solutions to securely send information to our office. The easiest and quickest way to send information is through our secure file share site on our website using the following link [SHARESAFE](#).

PB&H is committed to continuous monitoring of the situation and making changes as required for the health and safety of our community. Thank you so much for cooperation in our efforts!

Please contact Jennifer Manning with any questions at (254)772-4901 ext. 254 or jwmanning@pbhcpa.com.