

Alert Level 3 – Our office is still closed to clients

In accordance with the Covid-19 government alert level 3 requirements our office remains closed for our clients. We apologise for this inconvenience to you, however, we must adhere to the restrictions.

We will have minimal staff working at the office during Alert Level 3. These are administration staff that have not been able to complete work at home and one or two accountants that will be coming into work to complete tasks they have been unable to do at home.

Our receptionist, Justine, will answer your calls and assist you with any queries or concerns you may have. She will be able to direct you to one of our accountants as the need arises. Be assured we are here to help and assist you and your business to get through these unprecedented times.

If you would like to drop off papers to our office in Whangarei, please telephone Justine and she will be available to assist you with this. We will have a drop off box at our front door for you to drop your papers into. Justine will collect them once you have left them in the drop off box, to ensure we keep our staff and you safe.

Bertus, one of our senior accountants will be working at our Dargaville office on Mondays whilst Alert Level 3 is in place. Any clients wishing to drop off papers at our Dargaville office should ring our Dargaville office on Monday to confirm a time for drop off, or ring our Whangarei office during the week to arrange a time for Monday. Again, the Dargaville office door will be closed and the papers can be left at the front door for Bertus to collect.

We thank you for your patience and assistance during this time.

Shiralee McLean, Craig Gunson and the Gunson McLean staff

Whangarei Office **09 4381001** **Office hours during Level 3: 8.30am – 4pm**

Dargaville office **09 4397257** **Office hours during Level 3: 9am – 4pm**

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You can also contact us via our website: www.gunsonmclean.co.nz