

Logan Graham & Conner is dedicated to keeping us all safe and healthy.

Below are some guidelines and details from our office.

Are you here to pick something up or set up a meeting?

You are welcome to come into the office. Clients must not be sick or have any symptoms resembling a cold or the flu.

Clients MUST wear a mask. There is hand sanitizer available. Our desks and counters are cleaned between client visits.

We will meet with you with an appointment. Masks must be worn during meetings.

If your signature will be required, please bring your own pen.

If you are not comfortable coming into the office, please call us at 765-675-7021. We will be happy to help make accommodations.

There will be added charges for postage.

Are you dropping off information or here after hours?

Please use the drop box to the left of the front door.

Make sure your documents are labeled with the following:

Name or company name

Contact phone number

Email address.

Your tax preparer will call or email you with any questions concerning your documents or tax return.

You will be called when the task is finished.

Feel free to leave us a phone message or an email:

765-675-7021

admin@lgcaccounting.com

Signatures and payments are required before we will file your tax return and get your documents to you.

Payments can be made electronically, over the phone, or by mail.

If you are mailing information back to us, please include payment with the necessary signature pages. We will be happy to provide you an envelope.

We truly appreciate your patience and your continued cooperation in this time of uncertainty. This is all to protect you and our staff!