

GFS Grady Financial Services

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Dear Grady Financial Client,

We hope this letter finds you well. We at Grady Financial put the safety of our clients and staff at the forefront of our business practices. Our business will continue to offer you the professional service you are accustomed to in the ever-changing environment that COVID-19 provides. We are operating completely remote for the 2021 tax filing season. There are four options for which you can choose to drop off your tax documents.

1. Digital Drop off via secure DropBox link (sent by GFS) or by secure email from you to GFS.
2. Mail the tax Documents to the above address via USPS/UPS/FedEx/etc.
3. Drop off tax documents at the drop box bolted to our office door (see *Figure 1*)
4. Schedule an expedited drop off appointment and utilize our newly installed drop off window. Show up at your appointment time, simply ring the bell and please don't forget your mask. (see *Figure 2 & 3*)



Figure 1



Figure 2



Figure 3

Thank you for your understanding and adaptability. Please call or email with any questions.

Sincerely,

Grady Financial Services