



313 Second St.  
Marietta, OH 45750  
740.373.0056

1907 Grand Central Ave.  
Vienna, WV 26105  
304.422.2203

150 West Main St.  
St. Clairsville, OH 43950  
740.695.1569

1310 Market Street, Suite 300  
Wheeling, WV 26003  
304.232.1358

749 Wheeling Ave., Suite 300  
Cambridge, OH 43725  
740.435.3417

**To:** All clients  
**From:** Perry & Associates CPAs, A.C.  
**Date:** Monday, October 26, 2020  
**RE:** COVID-19 Update

Dear Clients,

We are hopeful that COVID-19 cases will decrease, but we continue to put the health and safety of employees, clients and our families first during these times by exercising caution. While we are now open to the public at all locations, we ask that all who are entering our offices, please wear a mask. We also are limiting the number of guests in each office lobby to 3.

If you still would like to eliminate as much human contact as possible, the drop boxes we have installed outside each of the 5 office locations are still available to drop off documents and records.

All digital avenues are still available for those that wish to handle all transactions virtually. Please let us know if you would prefer to keep your meetings and document transfers online.

Feel free to give us a call if you have any questions, concerns or need assistance with alternative communication options. For in-office visits, please make an appointment so that we can effectively balance the number of guests in the lobby at one time.

Thank you for your continued support of our efforts to help slow the spread of the Coronavirus.

Sincerely,

Perry & Associates CPA's A.C.,  
Marietta, Ohio