**DIAMOND SINGER PARTNERS – IMPORTANT ANNOUNCEMENT RE OFFICE CLOSURE**

To our valued clients:

Due to the impact COVID-19 is having on our community and as a result of the Stage ‘4’ restrictions issued by the Victorian Government with respect to Accounting Services, effective **11.59pm Wednesday 5 August 2020**, our office will be closed and the Directors and Employees will be working remotely for a minimum of 6 weeks.

We would like to reassure you that the staff are available to be contacted via email as usual, and our Directors will remain available to you to address any concerns. At this stage emails will be the **only** form of communicating to us as our phones will not be monitored and messages will not be checked by staff.

Please note that emails will be monitored and responded to as soon as practicable.

Should you wish to contact the Practice Manager for any issues please email [admin@diamondsinger.com.au](mailto:admin@diamondsinger.com.au) or dgruber@diamondsinger.com.au.

We understand that these are challenging time for everyone. We shall endeavor to continue to deliver the same level of service to you, our highly valued clients, whilst also minimizing any risk to the health and wellbeing of our employees, our clients and the wider community.

We appreciate your understanding during this time.

Yours sincerely

Debbie Gruber

Practice Manager