

## WHYTE & ASSOCIATES, INC.

10370 Commerce Center Dr Ste 130, Rancho Cucamonga CA 91730

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Dear Clients and Constitutes,

Serving our customers in the best way possible is always the main focus at Whyte & Associates. Nothing is more important to us than health of our clients, staff, and community. In this rapidly evolving situation of COVID-19's global spread, Whyte & Assoc. will enact a business continuity plan, the details of which are listed in the footnotes below. We are implementing these plans as precautionary measures to protect the safety and well-being of our community. We strongly emphasize that this plan is being implemented out of an abundance of caution. We have come to these decisions not out of panic, but out of the desire to serve our customers in the best way possible.

Serving our client's needs remains to be our key goal. We will strive to provide the highest quality of service to all of our clients. Please read the notes below entailing the details of our Business Continuity Plan.

- Effective immediately, Whyte & Assoc.'s office will be closed to the general public, including all clients, their friends and families.
- We will work with all our clients over the phone and receive all documents through faxing, shipping, or email, whichever is most convenient for you.
- The normal business services we provide will continue. The functions of income tax, payroll tax, and sales tax filings will be maintained.
- Our staff has been informed to stay home and work remotely, if they feel ill or unwell.
- We will continue to reevaluate the situation, and add, detract, or amend our Business Continuity Plan accordingly.
- There will be no exceptions to the outline listed above.

We cannot stress enough how important our clients and the well-being of our community is to us. This plan is being enacted to protect everyone that is a part of this great community we have. We will continue to provide you with the highest quality of service during these unsteady times. We stress again that this plan is being implemented out of an abundance of caution. If you have further questions, please contact us via phone or email.

With highest regard,

The Whyte & Associates Team

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