

Remote Work – Business as usual

Following the Victorian Government announcement of Stage 4 restrictions coming into effect on COB Wednesday 5th August 2020, please be advised that your committed team at Required Financial Services will be ALL working remotely from home.

Our commitment to your ongoing servicing needs will not alter and it is business as usual.

Required Financial Services continues to be open for business supporting our clients however our physical office will be closed from Thursday 6th August 2020.

Our office will undertake the following changes to work practices (until further notice):

- **Staff will be working remotely from home.**
- **No client meetings face to face.**
- **All client meetings will be held via Zoom or phone appointment.**
- **We will be utilising technology to communicate with clients and contacts.**
- **Our main phone line will be answered remotely by Krystal Woods and she will pass on messages to the team to respond.**
- **All mail will be collected and checked regularly.**
- **Please be patient with our team whilst we adjust to a completely new workplace environment.**

Be assured we will always be available to support your ongoing needs as per usual.

We kindly ask our clients to consider downloading the following Adobe Scan App to assist with the returning of documents during this difficult and complex time. The Adobe App allows you to take a picture of the document and return

the paperwork as a PDF document. The App can be found in your Google Play or Apple iTunes Store and is easy to register.

Adobe Scan



- Downloadable from the App Store on your phone
- Its free, you will just need to create an account
- It works like a camera but sends the pictures as PDF's

While we are making every effort to minimise disruption to our clients there may be some delays.

We thank you for your patience and understanding as we work through this challenge together.

Let's all support Victoria and the business community to get back to full strength soon.

Stay safe and healthy.

Kind Regards

Anthony D'Alessandro & the Required Financial Services Staff.