

INFORMATION FOR CLIENTS VISITING LE LAW'S OFFICES

Our Offices are open by appointment only, and only where clients are unable to have a Telephone or Zoom meeting. If you are able to meet over Telephone or Zoom – please let us know.

For face to face meetings we have had to make some changes in the light of the COVID-19 Virus.

Sadly, we will not be able to shake your hand on arrival or departure or offer you a cup of tea but our service will still remain professional and friendly.

To keep our staff and clients safe we have put in place the following procedures.

1. If you have any symptoms of Covid-19 **DO NOT ATTEND** your meeting.
2. Please wear a face covering when visiting the building.
3. Please arrive at your scheduled meeting time. If you are early wait outside or in your car.
4. The meeting room and furniture will be cleaned between meetings.
5. A maximum of 2 clients are allowed in the meeting room at any one time.
6. Please deal with as much admin as you can remotely before the meeting (ie filling in new client forms, providing ID, scanning and/or emailing relevant documents).
7. On arrival at our offices you will be buzzed in and asked to wait in the downstairs foyer until the Solicitor is ready to see you.
8. You will be asked to sanitise your hands when you enter the meeting room.
9. We have a cough screen installed and ask that you stay behind the screen for the duration of the meeting.
10. You may remove your face covering during the meeting if you wish to but must replace it when the meeting is finished before leaving the room.
11. Please bring your own refreshments, pens and paper for note taking or signing documents.
12. When the meeting finishes, you will be asked to see yourself out of the building.