

**We are here
to serve you during this
COVID-19
Pandemic.**



**Help us keep our team, our buildings and
you safe**

- Access to our building is by appointment only
- We are practicing Social distancing —keep 6 feet away from others (see marks on floor and chairs set apart)
- Use hand sanitizer when entering
- Check in with security/receptionist and one of our team members will come see you
- While we enjoy visiting, this is not the place—absolutely no socializing, visiting or loitering permitted here
- Email or fax your documents to us, or drop them in the drop box at the entrance

Kleco kleco