

## Visiting Our Offices

We are delighted to welcome you back to our offices. Please find below information on how to book appointments and what to expect upon your visit.

### By Appointment

Since March 2020, the firm has followed Government guidelines to ensure the safety of clients and staff, and has now embraced 'hybrid working' which means many of our team combine working from home and our office on a rota basis, supported by technology such as video conferencing and secure cloud-based services. For this reason, we recommend making an appointment with who you wish to see prior to your visit.

Dutton Gregory is committed to accommodating all meetings in person safely.

Although Government guidelines have changed, if you wish to wear a face covering or mask, please do what makes you feel comfortable. We acknowledge that everyone has had different experiences during the pandemic, respect each individual's choice and ask visitors to do the same of those they are here to see.

We provide all offices with antibacterial gel in our receptions and meeting rooms, which visitors are welcome to use.

Please let us know if you have any concerns prior to attending our offices and we will do all we can to create the environment you feel comfortable in.

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We've made it easy to book an appointment with us.

Just call us on **02380 221 344** or email [contact@duttongregory.co.uk](mailto:contact@duttongregory.co.uk)

Our friendly team are here to support you to stay safe.

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### Staying Safe

We have put measures in place to ensure the health, safety and welfare of our employees and clients.

To help us to continue with our efforts, we ask you do not attend an appointment if you have

- a persistent cough
- a high temperature
- loss of taste and/or smell
- tested positive for COVID-19
- someone in your home who has tested positive for COVID-19

*If any of the above applies to you, we will advise what steps to take to continue your case safely.*

We thank you for your continued patience, and look forward to seeing you again soon.

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Contact us today:

**02380 221 344** | [contact@duttongregory.co.uk](mailto:contact@duttongregory.co.uk)

[www.duttongregory.co.uk](http://www.duttongregory.co.uk)