

## Visiting Our Offices

We look forward to welcoming you back to our offices. The below contains useful information on how to book appointments, and what you can expect during your visit.

### By Appointment Only

We have followed Government guidelines throughout the pandemic, and continue to do so, ensuring the safety of our clients and staff.

Many of our teams continue to work from home and visit the office on a rota basis, supported by our **strong technical capabilities**, such as **video conferencing** and secure cloud-based services.

Our main form of meeting will take place via video appointment and if you would like to arrange one, [please click here to get in touch](#).

For the occasions where essential face to face visits need to take place, we are able to safely accommodate these in our offices. However, **we ask that appointments are booked in advance**. For our mutual safety, we will be unable to accommodate a visit to our offices without an appointment.

If you have an appointment with us, we look forward to welcoming you back! Here are some tips on what to expect:

- As per government guidelines it is now mandatory to wear a face covering or mask, when you come to visit us. We can provide one for you if you do not have one. *If you have a medical or another reason as to why you are unable to do this please let us know prior to your meeting. We will then put further distancing measures in place to accommodate.*
- Please visit us on time, and only enter the office at the time of your appointment. To minimise contact with others, we ask you not to arrive early.
- Please follow the guidance of our staff, they are there to help you and us to remain safe and well. Social distancing measures must be adhered to at all times.
- We have provided all offices with antibacterial gel in our receptions and meeting rooms, which you are welcome to use.

*For your peace of mind, we recommend bringing your own pen with you to sign any documents.*

---

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.

---

### 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, please ensure you do not attend an appointment if the following applies:

- You have a persistent cough.
- You have a high temperature.
- You have a loss of taste and/or smell.
- You, or a member of your household, have tested positive for COVID-19.
- You have returned from a country outside of the UK or Ireland in the last 14 days.
- You should be isolating due to family member showing symptoms, or you are shielding.

*Please let us know if any of the above applies to you, and we will advise what steps we will need to take to continue your case safely.*

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

---

Contact us today:

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

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