

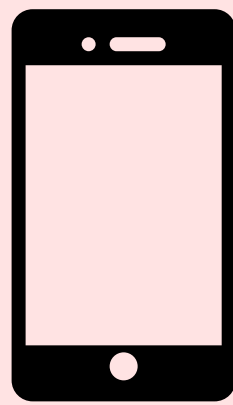
Josiah Hincks:

Our offices are now open for pre-booked appointments only. This can be to drop off papers/ID, for essential document signing and for essential meetings that cannot be done via telephone or online meetings.

How we are keeping our staff and clients safe:

Remote meetings.

Our first choice remains to assist you remotely where possible. We can complete most matters remotely and therefore if you do not need to visit our office then we would ask that you stay at home and contact us via telephone or email.



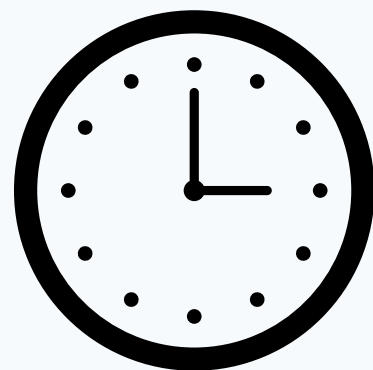
Office meetings.

We have set up video calls in each of our meeting rooms so you can still talk to our experts but you can do so from a safe distance. This will be set up and ready for you when you arrive.



Staggered meetings.

In order to prevent too many people being in the office at any one time we will not arrange back to back client meetings. All meetings will be at least 30 minutes apart.



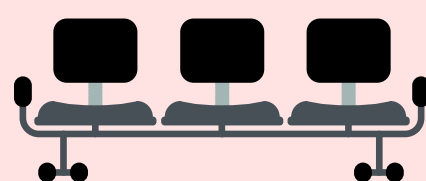
Antibacterial gel.

Antibacterial gel will be provided at all offices along with the facility to wash your hands on entrance and exit of our office.



Designated client waiting areas.

We have created designated client waiting areas so that you can wait a safe distance from others. With our staggered meetings in place there will be no other clients waiting at the same time as you.



Document drop offs.

We have created secure drop off points for our clients to safely drop off any essential documents. These will then be collected by a member of our team later in the day.



How to book an appointment or contact us:

If you would like to get in touch with us or book an appointment then you can do so by calling 0116 255 1811. But please remember that **these appointments are only available when remote meetings are not otherwise available.**

Our first priority remains the health and safety of our staff and clients.



JOSIAH HINCKS
SOLICITORS
Law in your Language