

May 25, 2020

To our clients and friends,

We continue to monitor the impacts of the current COVID-19 environment. In order to protect the health and welfare of our people, their families and our clients we are implementing the following:

- Through April 7 we have implemented a work from home environment for all our staff except personnel for a few core functions.
  - The core functions will be covered by personnel in the office and will allow for continued drop off and pick-up of documents and work product.
  - We are equipped to continue to provide for all the services you are accustomed to.
  - We will encourage delivery of work product by electronic means or mail delivery where practical but will still allow for pickup in person where necessary.
- Office hours of Monday through Thursday 8 AM to 3:30 PM and Friday 8 AM to 1 PM will continue however this will just be to allow for drop off and pick up of documents and other work product.
- All meetings will be by phone or video call using Microsoft Teams.
- We continue to encourage you to scan and email documents to us or drop them off or mail to our office.
- The IRS and various states, including Illinois, have extended filing and payment of taxes due April 15 until July 15. Various states have made various changes and we will continue to monitor and communicate with you on what that means to you.
- We will continue to be available by phone at 815-937-1997 or by email as usual.
- During this period, we will have no in office meetings. We will continue to communicate as circumstances change.

We appreciate the trust you have placed in SKDO. Please feel free to reach out to us if you have any questions and we hope that you and those around you stay healthy.

Thank you,

Mike Stroud  
Managing Shareholder