

Anatriello Agency, Inc
Guy J Anatriello, Founder 1961-2016
Johna M Palmer, President
PO Box 175
130 Main Street Suite 102
Ravena, NY 12143
518-756-2877
www.anatrielloagency.com
johna@anatrielloagency.com

Our first and foremost concern is for the health and well being of our clients and staff. We plan to be open for business as usual, however the following are precautions we are implementing.

Our office protocol during the next few weeks is as follows:

- we would like to accommodate you if you prefer to do business by phone or email
- if you are ill or compromised, please call our office and we will determine best way to assist
- we plan to be open for business, please call before coming to confirm

In the event of an emergency closing:

- please continue to call our office phone at 518-756-2877 for anything needed
- please use my email at: johna@anatrielloagency.com
- please use the company contact list provided on our website

Please take care of yourself:

- wash hands often
- avoid crowded areas and close contact
- stay home if you are sick

Precautions we are taking at the office:

- we are routinely cleaning surfaces
- we are refraining from visits with clients, staff and company personnel who are ill
- we have provided sanitary handwipes to anyone entering the office space

Updates to our procedure may be found on facebook and our website:

www.anatrielloagency.com. As always, we appreciate you and wish you well.

All Our Best,

Johna and Fred Palmer