



On Monday July 6th, we will re-open our office to clients for required in-person transactions.



### Appointment Required

Please call 243-0089 to make an appointment between 8:30 am and 4:30 pm as we must allow sufficient time to disinfect between client visits.



### Paperwork via Email

Most business can be conducted by phone with paperwork done via email.



### Face Masks Required

To adhere to MA safety protocols, face masks will be required to enter the office. Employees will wear a mask as well.



### Off-site Meetings

We will continue to be in touch with clients to discuss the best alternative to handle.



### Sign-In Required

For contact tracing, each guests will be required to sign our visitor log.



### No Courtesy Trips to Registry

As the registry is still by appointment only per single transaction, we are unable to resume this courtesy service.



### No Cash Payments

Checks will be accepted.



### No Dropbox Pickup

Our dropboxes at Berkshire Coop and Lenox Laundromat remain closed

We will continue to evaluate the situation and update our procedures as needed to ensure that our team will be available to assist you when needed.

Our hours of operation continue as usual  
Monday to Friday 8:30 am to 4:30 pm.

We appreciate your patience as we navigate this new way of conducting business to meet all state requirements and keep both you and our team safe.