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BROWN GLASSFORD
AND CO LTD

Newsletter to Clients

Update on Temporary Office



We are now well established in our temporary office at **86 Cavendish Road, Casebrook, Christchurch**. The Directors have separate offices or rooms to meet clients in. So it is almost business as usual and we look forward to seeing you here.

We think we will be here for another five to six months while we find more suitable permanent accommodation. As you can imagine there are not many options available at present and we want to try and move just once. We do not think we will be going back to Kilmore Street.

Accounting Work



The majority of 2010 Annual Accounts have been completed following the delay after the earthquake and we are now trying to catch up the small delay we have had in the start of the preparation of 2011 Accounts and Income Tax Returns.

A staff member will be contacting you when we are ready to receive your 2011 accounting records. This will usually be the same time as the work was processed last year. Please let us know if you would like your Accounts prepared at a different time and we will try to accommodate you.

As we have previously advised, it is much more efficient if you complete the Annual Questionnaire and give that to us with your records. Due to a lack of meeting rooms it may not always be possible for staff to meet with you for long when you bring in your records but we will try to do this to make sure we get everything we need from you.

Contacting Us...



A reminder that our contact details are:

Postal Address:

PO Box 13646, Armagh, CHRISTCHURCH 8141

Phone Number:

(03) 365 0881

Fax Number:

(03) 377 2991

Email Address:

admin@brownglass.co.nz

We have fewer land lines into the office than we had in Kilmore Street so it would be best if you could use our direct lines where possible. **All direct dial numbers have changed since the earthquake and are as follows – please note these down for future reference:**

<u>Name</u>	<u>Direct Dial</u>	<u>Cell Phone</u>
Graham.....	(03) 929 0342.....	0274 373 199
Peter.....	(03) 929 0327.....	0274 393 246
Haydn.....	(03) 929 0340.....	021 242 9488
Paul.....	(03) 929 0341.....	021 263 6669
Allison.....	(03) 929 0534	
Angie.....	(03) 929 0354	
Avis.....	(03) 929 0328	
Christie.....	(03) 929 0356	
Danie.....	(03) 929 0361	
Di Leslie.....	(03) 929 0365	
Hannah.....	(03) 929 0364	
Janine.....	(03) 929 0355	
Jill.....	(03) 929 0351	
Jing Yi.....	(03) 929 0343	
Kathleen.....	(03) 929 0352	
Linda.....	(03) 929 0363	
Nancy.....	(03) 929 0344	
Rachel.....	(03) 929 0353	
Sarah.....	(03) 929 0360	

Appointment to Associate with Brown Glassford



We are very pleased to announce that **Rachel McVie (nee Gardner)** has been appointed as an Associate of Brown Glassford & Co Ltd.

This appointment is recognition of Rachel's contribution to the practise and is the first step along a pathway which we hope will lead to Rachel eventually becoming a director and shareholder of our firm. Rachel's skills, drive and enthusiasm means that she has a bright future and we are very pleased that she has decided to spend that future with us.

Please note that the Brown Glassford 'Beyond the Farm Gate' and 'Around the Office' newsletters will resume in June 2011 – you will receive this shortly.