

210 East Broad Street, Bethlehem, Pennsylvania 18018 Phone: 610-849-1780 | Fax: 610-849-0060 | Web: SantanastoLaw.com

Last Updated: April 2, 2020

RE: Emergency Estate and Business Succession Planning

Given the current medical crisis, our office has made the transition to remote operations and is telecommuting. This means our office will remain "open" and available to address any Emergency Estate and Business Succession Planning concerns you may have.

We have worked diligently to establish a process for assisting you if you are in need of urgent and emergency changes to your Estate or Business Succession Plan. In doing so, we have acquired additional technologies that allow us to perform remote signings of documents which would traditionally require in office visits, collaborative teleconference meetings, and easy document sharing through the Microsoft Teams app. For the most effective assistance you will need access to email, a computer or smart phone, and a printer.

Questions to review when considering your Estate Planning needs:

Do I have a valid Will and Health Care Directive/Living Will? Do I have a Power of Attorney or a Business Succession Plan? Do my previously executed documents align with my current wishes?

If you would like to create an Estate and Business Succession Plan or change an existing one, email <u>Mike@SantanastoLaw.com</u> and request an Estate Planning Intake packet. You will be provided with a packet via email that includes a fillable .pdf version of an Estate Planning Intake Form and a fee agreement. After filling out and returning the packet, our office will review your Intake Form, draft your Estate Planning documents, and email them to you for your final review. Your Estate Plan will be signed in the comfort of your own home during a Virtual Meeting hosted by the Microsoft Teams app.

Very Truly Yours,

Michael A. Santanasto, Esquire