



Business Continuity Summary

How we keep our commitments through disruptions · October 2026

A one-person firm needs a clear plan for disruptions. This summary describes our written Business Continuity Plan and what you can expect if something interrupts an engagement. The full plan is available to clients on request.

Lost device	Office outage	Portal outage	Any delay
Back to work the same day	Same day, on a private connection	Same-day secure fallback	Written notice to you the same day

Cloud-first by design

We run no servers of our own. Your documents and our work product are held in certified cloud platforms, never only on a device, so losing a computer or an office does not lose data.

A secure backup channel

If our client portal is ever unavailable, we provide a restricted, access-controlled folder for uploads. We never fall back to email for customer information.

You hear from us first

If a disruption puts your delivery date at risk, we tell you in writing the same day, with a revised date. An offline contact list means we can reach you even if email is down.

If the principal is unavailable

A designated emergency contact will notify you, confirm deletion of your documents, and arrange a refund of any fees paid for work not yet performed. That person has no access to client information at any other time.

Provider resilience

Our portal can restore files and data to any point in the previous 14 days, and our document storage is held redundantly across data centers.

Tested every year

We walk through a disruption scenario at least annually, confirm our emergency arrangements and contact list, and review the plan alongside our security program.

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