

## Ward & Murphy - How To Reach Us

Groton Office - Open Monday, Tuesday, Wednesday and Thursday 9 to 5, Friday 9 to 12.  
170 Main Street (Route 38)  
Groton, New York 13073

Description: Blue House with cream colored trim on the west side of Main Street. More detailed directions are available by calling us or using the Firm's website

Parking: available either behind the office (accessible by the driveway along the side of the office) or in the public lot across the street

Physically challenged: the office does have stairs. If you have a physical challenge, please let us know so we can either arrange to help you into the office or so we can arrange to meet you at a place that can accommodate your challenge.

### Telephones:

Main Line: 607-898-3190

Fax Line and alternate telephone line: 607-898-3765

Toll-free telephone: 877-212-4722

Emergency telephone line: 607-280-4954

### Electronic mail addresses:

Firm Website: [www.ward-and-murphy.com](http://www.ward-and-murphy.com)

Liam G.B. Murphy - [liam.murphy@ward-and-murphy.com](mailto:liam.murphy@ward-and-murphy.com)

Amy Jackson - [amy.jackson@ward-and-murphy.com](mailto:amy.jackson@ward-and-murphy.com)

Ithaca Office (the Firm rents an office here: Firm personnel are scheduled to be present only on Tuesdays. Any other times must be made by appointment)  
109 East Seneca Street  
Ithaca, New York 14850

Description: Red brick house with green trim on the south side of Seneca Street between Tioga and Cayuga Streets

Parking: available either on the street or in the public lot at the corner of Seneca and Tioga Streets

Physically challenged: the office does have stairs. If you have a physical challenge, please let us know so we can either arrange to help you into the office or so we can arrange to meet you at a place that can accommodate your challenge.

### Appointments:

We generally make appointments starting no earlier than 10 am. On Mondays and Wednesdays, we generally schedule appointments to end no later than 5 pm. On Tuesdays, Thursdays and Fridays, we generally schedule appointments to end no later than 2 pm.

### Telephone calls and electronic mail messages:

Our aim is to respond to telephone calls and electronic mail messages within one business day of receiving them.

### Messages:

We strive to answer the telephone personally when the Groton Office is open. Sometimes we are helping other clients. It is vital you leave a short message when our answering machine answers your call - without your message we cannot know who called!