

# Do you need help with your typing?

**A fast, cost-effective and confidential solution for all your typing needs.**

We have highly competent typists, skilled in text and document layout. You can rely on us for all your urgent typing requirements, with accuracy and fast turnaround assured. Our experience goes back more than 20 years.

*"I have used Centrepoint for many years. They have always provided an excellent service. The quality of their work has always been second to none. The turnaround is excellent. "*



We work with individuals, businesses of all sizes, 'think-tanks' and other organisations, with satisfied clients all over the UK. Using the latest technology, including Olympus digital transcription (via e-mail) our typing staff can guarantee you a **truly professional result** at £18 plus VAT per hour. Our minimum fee is £5.

## Our team is committed to:

**Quality   Professionalism   Rapid Turnaround   Confidentiality   Accurate Proofing**

We have expertise in legal work, education, general correspondence, assignments, theses, research papers, valuation reports, specifications, business plans, curriculum vitae, RICS HomeBuyer reports, structural surveys, proofreading and editing, data entry, graphs, and inserting images.

Your location is not an issue because we can transfer your data electronically. We also accept dictaphone tapes, handwritten or typewritten material. All will be treated with the utmost confidentiality and returned, or shredded if required.

## Additional Services

We also offer photocopying, colour printing and binding.

**Tel: 01869 337788**



**Fax: 01869 337146**

Debbie Coleman and Lucy Castle

# **CENTREPOINT Deddington**

**Chapel Square, Deddington, Oxon, OX15 0SG**

**[reception@centre-p.co.uk](mailto:reception@centre-p.co.uk)**

# CENTREPOINT

Deddington

## THE BUSINESS CENTRE

### TELEPHONE ANSWERING, POSTAL ADDRESS AND REGISTERED OFFICE SERVICES

CENTREPOINT is pleased to be able to offer efficient and professional services for businesses or individuals. Some may require just a Registered Office address, others may find it beneficial to have their telephone answered personally, and/or may benefit from using CENTREPOINT as their business address.

#### TELEPHONE ANSWERING

The charge for this service is £22.00 + VAT per week. If we receive on average more than 80 calls per week there will be an additional charge. Calls can only be answered Monday-Friday 9.00am - 5.00pm. If you wish calls diverted "out of hours" this can be arranged using Call Diversion Service. Clients are required to pay BT directly for their dedicated phone line, which will be answered at the Centrepoint reception.

Clients can either phone/call in for messages or we will be happy to notify you on a daily basis if required by telephone, fax or e-mail.

#### POSTAL ADDRESS

We are also happy to act as a postal address for your business. There is a charge of **£15.00 + VAT per week** for this service.

In both of the above cases, there is a minimum period of 13 weeks and all fees are to be paid in advance. All our clients are encouraged to regard Centrepoint as their office; tea/coffee... etc. is always available and meeting rooms can often be provide at an additional fee of £25 + VAT per half day.

#### REGISTERED OFFICE

Centrepoint can be used as a Registered Office address at a fee of £225 + VAT paid annually in advance. This fee does not include acting as a postal address as above, however those who take-up the postal address service may use Centrepoint as a Registered Office without paying an additional fee.

Should you be interested in taking advantage of any of the above services please complete the form and forward a cheque (made payable to Centrepoint) and call in and ask for Ian Sloan, Debbie Coleman or Michelle Mahony.

#### SUMMARY:

Telephone Answering Service	:	13 weeks @ £22.00 per week - £286.00 + VAT =	£336.05
Postal Address	:	13 weeks @ £15.00 per week - £195.00 + VAT =	£229.13
Telephone Answering & Postal Address	:	13 weeks @ £32.00 per week - £416.00 + VAT =	£488.80
Registered Office	:	Annual payment - £225.00 + VAT =	£264.38

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME OF COMPANY: \_\_\_\_\_ CONTACT: \_\_\_\_\_

TEL NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Chapel Square, Deddington, Banbury, Oxon, OX15 0SG  
Tel: Deddington 01869 337788, Fax: 01869 337146  
email: [reception@centre-p.co.uk](mailto:reception@centre-p.co.uk) [www.centre-p.co.uk](http://www.centre-p.co.uk)