

SECRETARIAL SERVICES & SERVICED OFFICES

CENTREPOINT

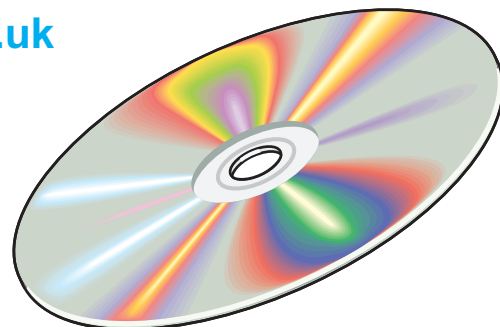
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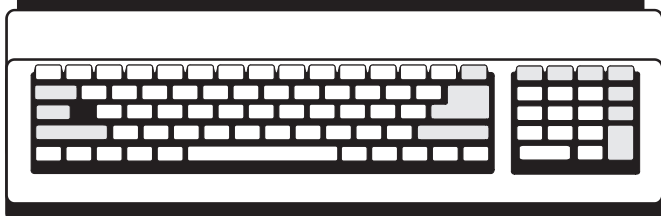
We will provide quotations where required however work is usually charged on an hourly basis at £22 per hour plus VAT, with a minimum fee of £5 plus VAT. Discounts are available for those who spend over £150 per month.

For some we provide a one-off service, while for others we can provide a more permanent base, an office address and a regular service supporting, in many cases, their well established businesses.

In the past 21 years we have undertaken secretarial work for a large number of individuals and companies.

Serviced offices £85 - £120 per week. Including carpet, desks, cleaning and reception services.

We do understand the difference between **SOMETIME** (this time tomorrow), **TOMORROW** (tonight at 5.00pm), **LATER TODAY** (by lunchtime) and **URGENTLY** (I'm meant to be at Heathrow in three hours and have forgotten to do this report). We will always do our best, and will usually produce the work the same day, but please understand we do get busy and cannot always guarantee your work immediate attention!



Centrepoint was set up to meet the needs of those working from home, or from a distant base, but appreciate the services of a well equipped and efficient office.

If you have a requirement, please call in or telephone. We are open 9.00am until 1.00pm and 2.00pm until 5.00pm (Monday to Friday).

For our regular visitors monthly accounts are available. These are usually sent out on the last day of each month and must be paid, be it by the individual or the company's accounts department, within seven days.

Our customers come from near and far, from Deddington and surrounding villages, to locations as far away as Inverness, Dumfries, and Milton Keynes.

Modern technology does now allow us to type work in Deddington and send the completed text to your office...or even around the world. We are also able to produce work onto disc and have the ability to create drawing work using programmes such as Corel DRAW. Those who use these offices on a regular basis have come to appreciate the value of our service.