

Secretarial Services, Oxford, Oxfordshire

Are you a Chartered Surveyor needing 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 Centrepont 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