

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 Lucy Castle.

SUMMARY:

Telephone Answering Service	:	13 weeks @ £22.00 per week - £286.00 + VAT =	£343.20
Postal Address	:	13 weeks @ £15.00 per week - £195.00 + VAT =	£234.00
Telephone Answering & Postal Address	:	13 weeks @ £32.00 per week - £416.00 + VAT =	£499.20
Registered Office	:	Annual payment - £225.00 + VAT =	£270.00

NAME: _____

ADDRESS: _____

NAME OF COMPANY: _____ CONTACT: _____

TEL NO: _____ FAX NO: _____ E-MAIL: _____

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