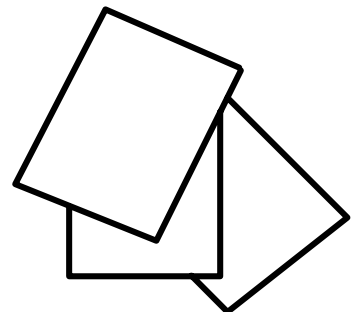
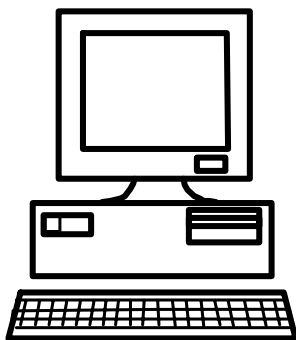
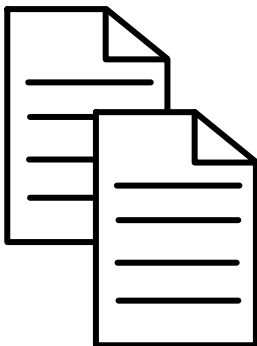
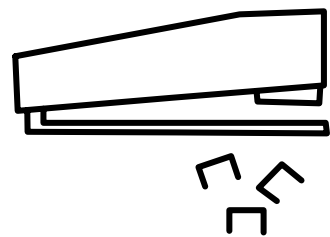
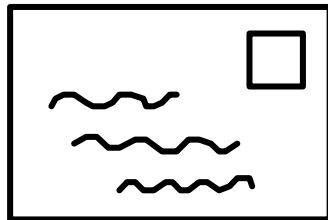
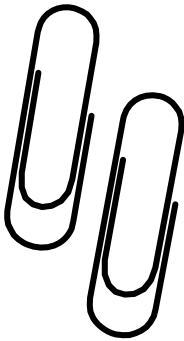
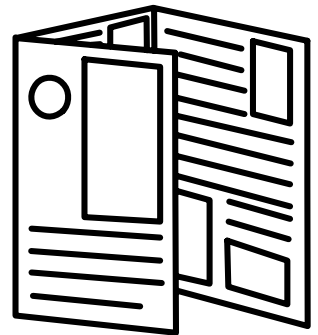
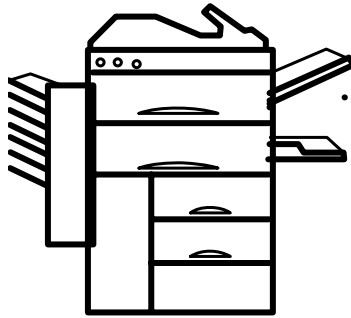
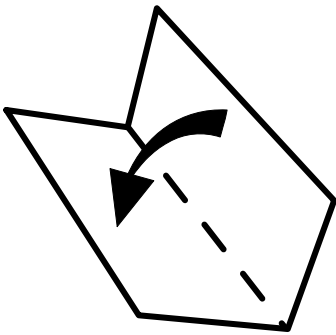
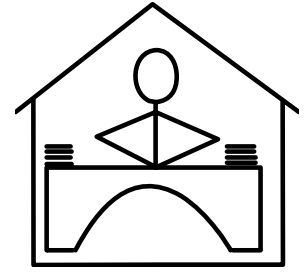


Office Services



Office Services



Office Services is a project run by Surrey County Council's *Services for Families* S.E. Division and provides office work experience and training for people with learning disabilities.

Trainees practice and develop their office skills through work provided by Surrey County Council, local charities and other organisations including *The Clear Communication People Ltd*.

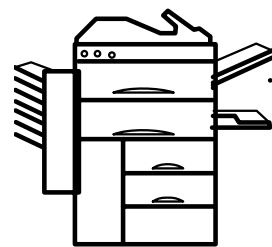
Trainees can work towards gaining certificates in various office skills, through the *National Open College Network*, including binding and laminating, and using photocopiers.

Work includes photocopying, collating, binding, laminating, folding, stapling, labeling, franking and mail outs. Low volume word processing with symbols can also be done.

We can't always turn work around very quickly, but we aim to produce work of a high standard. If you have any work you think we may be able to help you with, please let us know.

Standard charges are listed opposite. Charges for large or regular orders can be negotiated. Please contact us for further information.

Standard Charges



All charges are inclusive of materials

PHOTOCOPYING (on white paper)

	Black & White		Colour	
	Single sided	Double sided	Single sided	Double sided
A4	4p	7p	11p	20p
A3	6p	9p	14p	23p

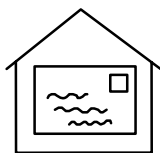
Prices for copies on card are available on request

LAMINATING (per document)

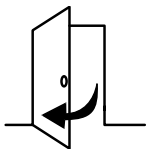
A4	35p
A3	75p

RING BINDING (per document)

A4	10p
----	-----



Office Services, Rentwood, School Lane,
Fetcham, Leatherhead, KT22 9JX



Open: Monday to Friday, 9am to 4pm



Contact: Roland Knight (01372) 832426



Further information about *Office Services*
can be found at www.aboutus.org.uk/office