



# Surrey Business Club PRODUCTS & SERVICES

www.surreybiz.net

APRIL 2004

## GET WEB WORKING FOR U YOUR OWN WEBSITE THAT REALLY WORKS!

A professional business website designed by us will provide you with an invaluable business tool.

Our services offer you a low-budget, fixed-cost package. So for £299 + VAT you can have a 20 page website with 30 images



For more details Contact:  
John Rankin

**Select Your Web Ltd.**

T: 01932 761917 F: 01932 765723 M: 07989 084165  
info@select-your-web.info www.select-your-web.info

## YOUR DREAM DESK

An ergonomic desk can help dreams flourish!



Whether you want a complete office refit, new furniture or just a chair, we can help you achieve your goals. **SBC** members can benefit from discounts of up to 45% on furniture, so contact us today for your free catalogue:

**Mike Waller  
PROJECTS**

01306 711984  
info@mikewaller.co.uk  
www.mikewaller.co.uk

## IMAGE is your KEY to successful marketing

Let us help you by making your company IMAGE into an effective marketing tool



**PUT YOUR COMPANY  
IMAGE TO WORK TODAY!**

Call Stephen Lewis for your free meeting:  
01420 594644 Stephen@SL-Design.co.uk

**Stephen Lewis  
DESIGN  
Consultancy**

Special Graphic, Web  
& Product Designs

## BOND

occupational health solutions



people - managing the business risk

Full range of OH Services and training to ensure:

- compliance with HSE legislation
- reduction in staff costs from absence attributed to sickness and work related ill health

Call us now on 01372 748 173 or email us at  
info@occ-solutions.com

Find out more at www.occ-solutions.com

Treat your home to  
some new furniture!



Invest in  
fine crafted  
furniture  
built to last

**HOME  
SMITHS**

Award winning local master craftsman David Smith offers you innovatively designed, hand crafted furniture made to your exact specifications.

Contact David or Jacqui Smith:  
01444 484705  
enquiries@homesmiths.co.uk  
www.homesmiths.co.uk

## YOU CAN COUNT ON US!

For all your accounting needs:

- ★ Taxation advice
- ★ Income Tax Returns
- ★ Preparation of Accounts
- ★ Advice on Record Keeping



Tel: 01276 51 41 15  
Fax: 01276 51 41 15  
Mobile: 07721 581 471  
E-mail: fr.williams@dmn.ntl.com

R.W.Associates  
Chartered Certified  
Accountants

## LOST FOR WORDS?

- ✓ Your TIME is precious - DON'T waste it sitting there with writer's block!
- ✓ Let me write you GREAT sales letters, brochures, ads, website copy etc.
- ✓ Call Keith Grover today on 01932 845814 for FULL help & advice...

freelancecopy.co.uk  
making words work harder for you

When you want to **SAVE TIME** and your business to make **MORE MONEY**: exploit my chairman/MD experience to help plan and manage your next **BUSINESS BREAKTHROUGH**: contact:



Tel/Fax (020) 8781 1142  
 Mobile 07785 256114  
 info@akid.co.uk

200 Somerset Road  
 Wimbledon, London SW19 5JE

**FIND YOUR LOST DATA**  
 Get your data storage systems working for you

- \* DATA RECOVERY
- \* TAPE DRIVE REPAIR
- \* OPTICAL DRIVE REPAIR

Optical Drive Repair Ltd  
**01737 379999 service@odrl.co.uk**  
**www.odrl.co.uk**

**ODR** THE DATA STORAGE SPECIALISTS

**So you think you need a website.....**  
**What for?**


If you don't know what your goal is, we're unlikely to be able to help, so understanding your target is very important to us. We then work with you to achieve what you want, within your budget.

Ask for your free consultation Today



Email: info@webskills.co.uk  
 Tel: 01932 252078  
 Website: www.webskills.co.uk  
 Acorn House, Misty's Field,  
 Walton-on-Thames, Surrey. KT12 2BG

**BUSINESS PROFILE**



**ACTIVE PERSONAL LEARNING**

In your professional life, you are likely to have been in situations where you felt you needed training, but where finding the right course was a real problem. Active Personal Learning (APL) are able to offer you relevant, unbiased advice and guidance on the best content and format for your training. This can range from a full Training Needs analysis, to a consultation visit or telephone conversation. As a Independent NVQ Centre, you will be able to benefit from coaching and training which can be converted to recognised qualifications, whilst also raising self-belief. Through sound educational practice, as opposed to 'off the shelf' training, both your staff and your company will be able to benefit from increased productivity and a relevant knowledge-base.

So what sort of courses do we run? Our NVQ Centre offers you accredited learning, allowing you to get external recognition for the good work you do. This enables you to achieve NVQ units of choice, using unpaid work as evidence of competence. We are accredited with the London Chamber of Commerce and Industry Examinations Board and can offer NVQ qualifications in:

- Management Levels 3,4,5.
- Customer Service Levels 2,3 and soon, 4
- Administration Levels 2-4
- Learning and Development Levels 3 & 4
- Assessor and Verifier units

**ASKEN PC Software Training**



'Ask Ken'...  
 for Databases, Spreadsheet applications & Management Information Systems.

**Ken V Smith, IT Consultant**

Tel: 01483 275822 E-mail: ken@ask-ken.co.uk  
 Mobile: 07715 170138 Website: www.ask-ken.co.uk

**TIME TO GET ORGANISED!**



Move YOUR business forward by saving time and money with Sage accounts & forecasts

Tel: 01483-281154  
 www.bizworks.org.uk

**Business Works Consultancy**  
 Bookkeeping & Accounting Services

**Looking for personal skills training that recognises your working constraints?**

*For friendly and helpful advice with no obligation contact Anne Cannings on: 01483 201050*  
 E-mail: annecannings@woodacre.fsbusiness.co.uk  
 Plaistow Road, Dunsfold, Godalming, Surrey, GU8 4PF

**WOODACRE CONSULTING**  
 DEVELOPING PERFORMANCE THROUGH PEOPLE

**YOUR OWN BANKING EXPERT**

Benefit from our experienced consultant bankers, with services for both banks & professionals, and their clients.

**WE CAN HELP YOU WITH:**

- Interest and charges reviews
- Innovative fund raising
- Bank tenders and negotiations
- Expert opinions and witness reports
- Banking services made to measure



Contact TONY GREENMAN on Tel: 01372 457364  
 tony.greenman@bankexperts.co.uk www.bankexperts.co.uk

**THE BANKING LIAISON GROUP LTD**



**Too much to do? Need some assistance?  
Get yourself 'TOTALLY ORGANISED'**

- We can save you TIME, MONEY and EFFORT by:
- ✓ Only charging you for hours worked
  - ✓ Giving easy access to PA & secretarial support
  - ✓ Supplying administrative know-how
  - ✓ Dealing with all your paperwork
  - ✓ Organising virtually anything you like



**Contact Linda Haynes:**  
01306 730074  
info@totallyorganised.co.uk  
www.totallyorganised.co.uk

Leaving you free to do what you're good at

**Secure Internet Connections**

*Safely and securely connect your business to the Internet.*

We can provide you with:

- Robust firewall solutions.
- Computer security advice and auditing.
- Secure connections between offices (VPN).
- Anti-virus software for desktop machines and servers.
- Fully managed email solutions.
- Professional and reliable e-commerce enabled websites.

For more information, contact Toby Russell on  
(01483) 894158 or email toby@russellsharpe.co.uk

**RUSSELL  
SHARPE**

<http://www.russellsharpe.co.uk>

If you are in a small business, you can benefit from WorkingSkills Funding, enabling you to trial the offer of work-based qualifications comparable to those within larger organisations. If you take up this 'taster' programme now, and find it's so good that you want to continue, APL will continue to subsidise the on-going support whilst funds are available. WorkingSkills provides free consultation to help you identify what you require, signposting courses available at suitable time and place, fee subsidies, demand-led short courses on new topics, and follow-on work-based coaching to implement learning. Please see our article on page 2 for details of special introductory SBC courses available through this funding.

You may feel that you need someone to help you with your internal learning programme - we have coaching and consultancy services to answer this need. We focus on facilitating in-house improvements, as we strongly believe that every organisation is responsible for its own development. Our consultancy is all about enabling this to happen, not about producing reports making recommendations. We are always happy to pass on our experience of introducing appropriate learning into organisations.



So, whether your training needs are big or small, please contact us to find out how we can help you to learn your way to success!

Hazel Bennett, Active Personal Learning  
info@activepersonallearning.co.uk  
Tel: 01483 574692  
www.activepersonallearning.co.uk

**WANTED!**

Members for the Forum of Private Business. See [www.fpb.co.uk](http://www.fpb.co.uk) to see how the FPB can support your business. Join via PRM, your FPB agent in Surrey.

£35 in return for your own 0845 or 0870 telephone number - NO ONGOING COST!



Contact Harish Bhayani at PRM on:  
0845 330 6738 / enquiries@proprepman.co.uk

**The UK Business Point**

Helping Local Enterprise on a National Level

UKBP are leading Business Service providers for small and medium sized businesses. Our National & Local Teams offer

- Sales, Commerce & Finance Consultancy
- Client Focused Business Networking
- IT Audit, Web Design and Development
- Access to new Markets, Local & National
- Cost Effective and Self Financing

Connecting Business, Suppliers and Customers for you

Contact your Regional Director David Lawson at  
T: 07801 641123 Email: david.lawson@ukbusinesspoint.net  
[www.ukbusinesspoint.net](http://www.ukbusinesspoint.net)

**REACH OUT TO YOUR CLIENTS**

Promote your business to both members and the wider readership, totalling about 500 copies. We can help with words and design if you ask, and can take content in a variety of formats.

One unit (84x10.5mm) costs £20 to members for 12 issues, and 4 units (84 x 60mm) £80. Other sizes and advertising periods are available; in this issue there are 14 units still available.



Book your space and tell us your needs by contacting Stephen Lewis on:  
sbcnews@surreybiz.net  
Tel: 01420 594644



**TRAINING LISTINGS**

At the March Club meeting, encouragement was given to the idea of training courses. The Club has several members who offer training in one form or another, and this space could be used to list your programme. Unless there is some form of subsidy, we are asking members to pay a small fee to be listed, along with other courses, in date order. If you think this idea could benefit your business, please contact Stephen Lewis on:  
sbcnews@surreybiz.net  
01420 594644

## How good is your Health & Safety and Risk Management planning?

Health & Safety Executive statistics for 2001/02 show:  
 Of 1,064 prosecuted, **more than 84%** resulted in convictions  
 The average fine per offence was **£8,284**

### Can YOU afford to be one of next years statistics?

Get yourself geared up to face the unexpected with our specialist services. Whether you need to make policy documents, want a safety audit, need staff training or want inspections, we're on hand to help you make the grade. Our independent consultant, who understands the needs of the smaller business, will give you a valuable, cost-effective service tailored to your needs.

CALL Trevor Dodge on:  
 07798 683938 or [tdodge@btconnect.com](mailto:tdodge@btconnect.com)



## Are you in the market?

Secure your business prosperity by applying our professional planning, marketing & management support services



**Contact Martin Evans:**  
 telephone & fax: 01372 452563  
[info@tmecmarketing.co.uk](mailto:info@tmecmarketing.co.uk)  
[www.tmecmarketing.co.uk](http://www.tmecmarketing.co.uk)  
 28 Richmond Way, Leatherhead, Surrey. KT22 9NR

## TURBO-BOOST YOUR LIFE!

with the help of a life coach

Life coaching can help you to live the life you want, achieve ambitions, and to balance your commitments between work and home. At work, it can help you to progress your career in the way you want, stop you putting things off and help you to overcome problems that have been holding back changes.

Ultimately you want more out of your life! Take a positive step with our FREE INITIAL TELEPHONE CONSULTATION. Contact Peter Reed on:  
 01306 627496 [peterlifecoach@yahoo.co.uk](mailto:peterlifecoach@yahoo.co.uk)  
[www.peterlifecoach.co.uk](http://www.peterlifecoach.co.uk)

## YOUR ACCOUNTING NEEDS SORTED

Chartered Accountants and Business Advisors

All the services you need for effective business:

- Accounting
- Auditing
- Business Planning & Start ups
- Corporate Finance

Call today for the right service at the right price



Telephone: (08700) 112861 Fax: (08700) 112862  
 E-mail: [information@douglasdean.co.uk](mailto:information@douglasdean.co.uk)  
 1 Farnham Road, Guildford, Surrey GU2 4RG  
[www.douglasdean.co.uk](http://www.douglasdean.co.uk)

## DGOSS

Specialists in Office Management

- Need a Powerpoint presentation or other document in a hurry? Overnight?
- Struggling to get your proposal done? Need a spreadsheet? Templates giving you headache?
- No time to think about your admin needs?
- Having trouble identifying good suppliers?
- Ready to update your systems documentation?
- You only pay for the work we do...no contract tie-ins, no coffee breaks, sick pay, vacation, company benefit schemes, national insurance contributions, etc.



Let **us** take care of the office . . .  
 So that **you** can take care of the business

**Contact: Dia Garrido**

Tel: 07711 844 023  
 Fax: 020 8687 1273  
 Email: [info@dgoss.co.uk](mailto:info@dgoss.co.uk)  
 Website: [www.dgoss.co.uk](http://www.dgoss.co.uk)

## HAVE YOU GOT A PERSONAL INJURY?

If you've got cause for complaint, we can help to ease your burden by building your legal case for you. We'll start by listening to your story, meeting when and where you choose.

As accident and personal injury investigators, we will then research the scene of the incident, look at Police reports, Health & Safety, and medical issues. Your case will then go to the best legal practitioners who will endeavour to fight and succeed in your personal claim. This is all about your needs, so let us put you in control!

Tel: 020 8648 8888  
 Fax: 020 8286 3732  
[derek@brownowljustice.co.uk](mailto:derek@brownowljustice.co.uk)  
[www.brownowljustice.co.uk](http://www.brownowljustice.co.uk)  
 PO Box 2600, Mitcham, CR4 3WX



[www.surreybiz.net](http://www.surreybiz.net)

JOIN  
 THE  
 CLUB...

- ✓ Monthly Meetings
- ✓ Guest Speakers
- ✓ Key Issues Addressed
- ✓ Networking
- ✓ Socialising & Good Food
- ✓ Informative Newsletter
- ✓ Club Website & Directory