



# Surrey Business Club PRODUCTS & SERVICES

www.surreybiz.net

NOVEMBER 2005

## Be Labelled as Efficient

Manage your contact data efficiently with our Godfrey Data Suite utilities for MS Access

**E-LABELLER**  
(add-on)

**INVOICER**  
(add-on)

**LABELLER**  
Godfrey Data Suite starts with 'Labeller', and is free to charities & SBC members.

For more information please see  
[www.godfreydata.co.uk/Godfreysuite.htm](http://www.godfreydata.co.uk/Godfreysuite.htm)  
Godfrey Data Consultancy Ltd.

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

- ✓ A Fast Professional Service
- ✓ Free Phone Live Chat Websites
- ✓ Web Design & Hosting Service
- ✓ Domain Name Registration Services
- ✓ E-Mail & E-Commerce Packages
- ✓ FREE B2B & Modern Design
- ✓ Accessible Websites

For more details Contact...

### Your Web Services Ltd

"Your Business Card on the Internet"

Tel: 0800 781 1043 Fax: 08702 405009

E-mail: [info@yourwebservicesltd.co.uk](mailto:info@yourwebservicesltd.co.uk) Web: [www.yourwebservicesltd.co.uk](http://www.yourwebservicesltd.co.uk)

## 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](mailto:info@totallyorganised.co.uk)

[www.totallyorganised.co.uk](http://www.totallyorganised.co.uk)

Leaving you free to do what you're good at

## 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  
LIMITED**

01306 711984  
[info@mikewallerprojects.co.uk](mailto:info@mikewallerprojects.co.uk)  
[www.mikewallerprojects.co.uk](http://www.mikewallerprojects.co.uk)

## 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](mailto:service@odrl.co.uk)  
[www.odrl.co.uk](http://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](mailto:info@webskills.co.uk)

Tel: 01932 252078

Website: [www.webskills.co.uk](http://www.webskills.co.uk)

Acorn House, Misty's Field,  
Walton-on-Thames, Surrey. KT12 2BG

**Need An IT Company You Can Trust?**  
Computing services especially for the smaller business

Support Team offer a portfolio of services that will grow with your business, offering you practical advice at every step.

Support Team will work with you to identify, install and support the right solution for you, in a cost-effective package.

Support Team are staffed by IT Professionals, whose experience will ensure you receive the right solutions in a timely manner.

Call Richard for a free, no obligation consultation.

 **Support Team**  
Making Technology Work for You

☎ 0870 4 10 90 80  
✉ info@SupportTeam.co.uk

Support Team, 2<sup>nd</sup> Floor, 1 Tannery House, Tannery Lane, Sand, Woking, Surrey, GU23 7ZF

**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**

**DESIGN FOR SUCCESS**

A well-designed business image can say a thousand words to promote your products and services




**GET A DESIGN THAT WORKS FOR YOU TODAY!**  
Call Stephen Lewis for your free meeting:  
01420 594644 Stephen@SL-Design.co.uk

**Stephen Lewis**  
**DESIGN**  
Consultancy

Special Graphic, Web & Product Designs

**BUSINESS PROFILE**

 **GUILDFORD CORPORATE SERVICES**

Guildford Corporate Services (GCS), the business-to-business service offered by Guildford College, provides training solutions to meet the development needs of your workforce. GCS can design and deliver courses specifically tailored to your industry or individual requirements.

We can train your staff at a time and place to suit you, at your workplace or utilising Guildford College's on-site facilities, including the state-of-the-art business and premier suites. Other options include certificated courses on a distance learning basis (including NVQs). We also offer focused, short courses or less intensive courses over a longer time period.


Our competitive prices and flexible approach removes many of the barriers that can stand in the way of workforce development, particularly for the smaller business.

**What we can do for you?**

At Guildford College our package enables you, your staff and your business to excel. With your input we can: Develop your employees; Introduce new industry-relevant courses; Broaden your recruitment opportunities; Provide undergraduate research opportunities to support your business.

Apprenticeships keep your competitive edge by training your people now and equipping them with the skills you need for the future. We offer a wide variety of apprenticeships.


Professional Courses cover a wide range including Association of Accounting Technicians, Association of Chartered Certified Accountants, Association of Taxation



**Imagine...**

Insurance that your business needs, at sensible prices. Easily obtainable, with instant on-line quotations tailored to what you want. And backed up by friendly, helpful experts who speak the same language as you do.

It shouldn't be beyond the bounds of imagination, should it? We didn't think so either. Which is why we created Icon Insurance, the insurer that specialises in making life easier for small and growing professional businesses



**www.icon-insurance.com** **It's the business**

Please note that the printed version of SBC News will finish in December. Once the all-new online newsletter is up and running in the New Year, we will be offering you the chance to advertise on our website. Then your advert will give you access to the whole world!

**LOST FOR WORDS?**

- ✓ Your TWF 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 Graver today on 01932 845814 for FREE help & advice...

**freelancecopy.co.uk**  
making words work harder for you



## Are you in the market?

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



### Contact Martin Evans:

telephone & fax: 01372 800820  
info@tmecmarketing.co.uk  
www.tmecmarketing.co.uk  
28 Richmond Way, Leatherhead, Surrey. KT22 9NR

## DIRECT MORTGAGE ASSOCIATES

- No need to waste time comparing lenders - we will do that for you. We have access to whole of market ensuring you get the BEST deal. We may charge a fee for our services dependant upon your circumstances.
- The fee will not exceed 1% of the loan. Think carefully before securing other debts against your home. Your home may be repossessed if you do not keep up repayments on your mortgage

**Call MARY WARING 020 8224 6914**

Direct Mortgage Associates is an Appointed Representative of Prestbury Financial Ltd which is authorised and regulated by the Financial Services Authority.

Technicians, British Association for Counselling and Psychotherapy, Chartered Insurance Institute, Chartered Institute of Marketing, CIPD, CIPS, CMI, Institute of Financial Services, Institute of Legal Executives.

Industry-specific courses and qualifications include accounting and finance, administration, business, construction and engineering, health and care, hospitality, ICT, land-based, hair and beauty, and travel and tourism.

Academy of Finance and Mentoring Schemes are offered as part of our Business National Diploma, offering real work experience and industry mentors, ensuring that students learn and develop the skills of real value to businesses today.

We are the only college in the southeast to have two independent Centres of Vocational Excellence: Business Services: Accounting and Finance, and Travel and Tourism. This status is only awarded to providers of outstanding education and training in a particular area.

### What you can do for us

With your input we can improve and expand the range of courses we offer to give students qualifications and experience of real value. You can help us by: Giving us input into the development of courses; Telling us what skills you value; Telling us when you have job vacancies; Providing work experience placements; Acting as mentor for our vocational students, giving them the benefit of your knowledge.

For more information please call our Employer Hotline on Tel: 01483 448530

E-mail: employerenquiries@guildford.ac.uk

Stoke Park Campus Guildford GU1 1EZ

Merrist Wood Campus Worplesdon Guildford GU3 3PE

## YOUR HARD-EARNED MONEY SHOULD BE LOOKED AFTER!

- ✓ Benefit from the personal input of Ian Kent
- ✓ Local professional support with the resources of the nation-wide Certax network on hand
- ✓ Free initial consultation and competitive quote



Let me advise on your tax, accountancy and other needs so you can concentrate on running your business



Professional Accountants & Tax Advisors for small businesses

Ian Kent CA FIIA 01483 428777 iankent@certax.co.uk  
3 Mayen Place, Nightingale Road, Godalming, Surrey. GU7 3AH

In addition to causing unnecessary pain and suffering to your employees, failure to adequately manage health and safety in YOUR workplace could lead to enforcement action being taken against YOU

**Enforcement authority statistics for 2003 / 2004 show that the average fine per offence is over £4,500**

For an independent review / analysis of your current compliance measures and assistance in meeting the requirements of current legislation, contact Trevor Dodge on 07798 683938 or e-mail him at tdodge@btconnect.com

### **CAN YOU AFFORD TO DO NOTHING?**



# JOIN THE CLUB...

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

# Guildford Corporate Services

## Tailored solutions for your training needs

Short Management Training Programmes

Customised courses tailored  
to your business needs

Improve the profitability  
of your company

Motivate and retain  
staff by continuous  
personal development

Delivery at your office or  
a location of your choice

Unique Team Building  
using Drum Workshops

[www.guildford.ac.uk/gcs](http://www.guildford.ac.uk/gcs)

**tel: 01483 44 85 30**



Guildford Corporate Services

Guildford Corporate Services Stoke Park Campus Guildford GU1 1EZ

Tel: 01483 44 85 30 Fax : 01483 44 86 14

Email: [employerenquiries@guildford.ac.uk](mailto:employerenquiries@guildford.ac.uk)

Business - to - Business Services for Guildford College