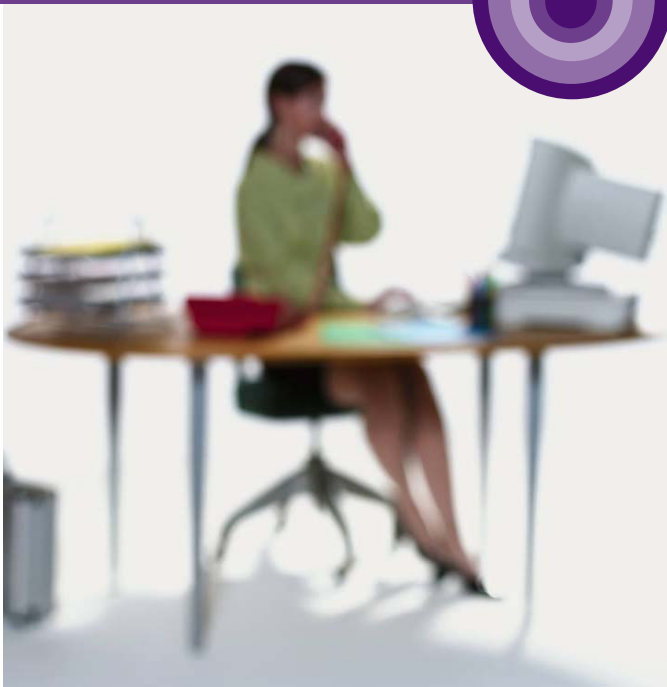


## HelpDesk Gateway to Interlink's Services



## What We Offer

Our HelpDesk team are able to assist organisations with the following services:

- **Website** – we can post information about your organisation/event on our website
- **Mailshot** – send us your information for our newsletter and mailouts
- **Desktop publishing** – which includes design of leaflets, posters, tickets, business cards, etc.
- **Photocopying** – our colour photocopier has the capacity to print in full colour with a professional finish
- **Grantfinder searches** – for groups looking for funding
- **Laminating/Binding**
- **Signposting** – if we can't help, we will find someone who can!

[www.interlinkrct.org.uk](http://www.interlinkrct.org.uk)

## Other services

### Room and Equipment Hire

We have a conference room which is available for hire. The room accommodates up to 25 people comfortably.

	Half Day	Full Day
<b>Members:</b>	£30	£40
<b>Non Members:</b>	£60	£80

Tea/coffee can be provided and we can also arrange for a buffet to be provided for your event.

The following resources are available for use: Multi-media projector, OHP, Screen, Lap-top, DVD player and Flipchart.

### ICT Support

We are able to assist with skillsharing on the following Microsoft packages:

- ◆ Word ◆ Excel ◆ Publisher ◆ Access
- ◆ Powerpoint ◆ Internet and e.mail

To find out more contact  
the HelpDesk on 01443 846200