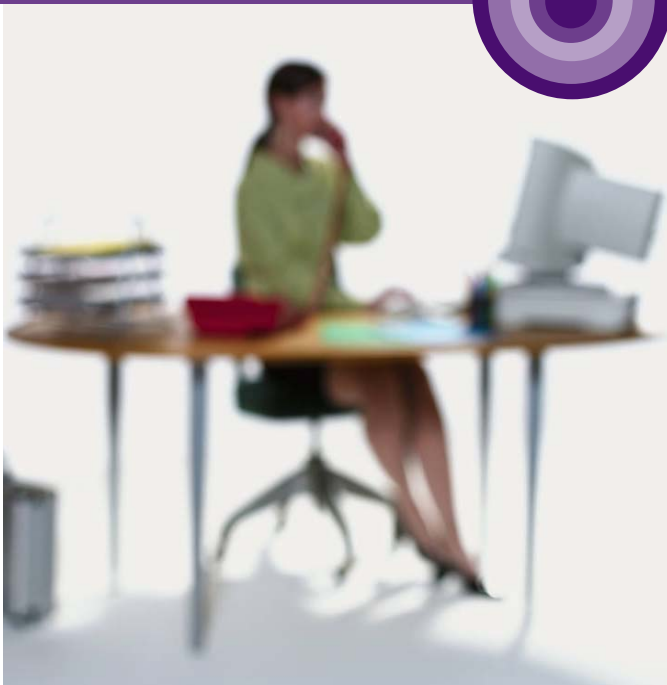


HelpDesk Gateway to Interlink's Services



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!

Other services

Room and Equipment Hire

We have a range of meeting and conference facilities available for hire:

- Large Conference Room
- Training Room
- Interview Room

All room charges are inclusive of the use of:

- Laptop
- Internet Access
- Flipchart stand*
- LCD Projector
- Overhead Projector
- Loop System*

**These are also available to hire out for external use*

ICT Support

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

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

Registered Charity Number: 1141143
Company Number: 07549533

www.interlinkrct.org.uk

To find out more contact
the HelpDesk on 01443 846200