



Funding Finders was founded by Cath Whelan CEO in 1998, incorporated in 1999 and the company now has clients in Europe, South Africa and throughout the UK. Clients range from the voluntary and community sector, public sector as well as the private sector.

Funding Finders Ltd provides a range of services to support public, private and the voluntary and community sector in accessing UK, EU and other grants/funding. One of our main services is the Funding Finders subscription service.

Funding Finders is different as we are able to analyse your organisations services and identify relevant sources of funding, and in some cases sources of sustainable income via public sector contracts.

Our other services range from Bid writing services, Finding funds, capacity building through to supporting organisations wishing to develop joint activities in EU new member State countries.

Visit our website for further information, www.fundingfinders.co.uk

Astley Lodge is situated in a prime location with easy access to the major motorway network in the North West.

With parking facilities available and close by Pay & Display, this is an ideal location for your conferencing and meeting needs.

Business & Administration Support Services

Astley Lodge
2 Queens Road
Chorley
Lancashire
PR7 1JU

Call now on 0870 7563912 or 01257 244750
Fax: 01257 232386
Email: office@fundingfinders.co.uk

Business & Administration Support Services



Price List

Caring for all your BASSic needs!

**Call now on 0870 7563912
or 01257 244750
Fax: 01257 232386
Or email
office@fundingfinders.co.uk**

Price List

Word Processing/Typing

Typing of letters, memos, reports, journals or manuscripts. Completed as finished document or on letterhead provided.

£4 per page

Word Processing/Typing

Typing as above but including charts, graphs and tables.

£15 per hour

Transcription

Audio dictation of letters, meetings, interviews, etc recorded on standard audio tapes, mini cassettes or discs.

£20 per hour

Proofreading

Proofreading service providing just that or highlight all grammatical errors and make changes if so required.

£20 per hour

Bookkeeping

Providing a basic bookkeeping facility and can include invoice production, statements and chasing overdue payments.

£25 per hour

Powerpoint Presentations

Presentation creation from written notes or tape offering a professional arrangement to include charts and graphics.

£20 per hour

Mail Merge

Used to send out mailings to many people, either hardcopy or electronic, that include essentially the same content but require some personalization.

£15 per hour

CV Design/Retyping

CVs designed from scratch, reformatted or updated. Can be saved to disc. Printed originals supplied on 100g high quality paper.

£15 1st CV
£5 per extra copy

Research

Comprehensive internet research service on assigned topics and findings compiled in report form.

£20 per hour

Mail Shots

Letters mailed to existing or potential clients with envelope labels.

50p per letter, postage not included

Printing

Document printing from A5 to A3 in black/white or colour.
Address labels 16 per sheet

20p b/w
35p colour
£2 per sheet

Data Input

Input information into contact lists, spreadsheets, databases, etc.

£35 per 100 entries

PDF Conversion

Documents converted into PDF and saved on choice of media.
Documents can also be typed from written notes or other forms of media and converted.

£5 per document as per typing charges

Diary Management

We can make alterations to your diary, confirm appointments and remind you of your schedule.

£10 per hour

Storage/Archiving

Storage facility for documents official or otherwise.

POA

Your one stop shop for office administration support. No job too big or small. A reliable service to meet all your business needs.

Can't see what you need listed? Not sure we can help? Call now on 0870 7563912 or 01257 244750 and talk to one of our coordinators to discuss your needs. Our list is not exhaustive and with our wide range of facilities and abilities let us see what we can do for you. We're happy to help and advise.

Alternatively email office@fundingfinders.co.uk

Board Room & Training/Meeting Room Hire

BASS is able to offer room hire for training venues and Board room facilities in our fully equipped Board room and 3 training rooms. Each room is supplied with whiteboard and stationary items. Optional extras include Flipchart and pens, LCD and Overhead projectors. Also available is IT support, giving you all the presentation facilities you could need. Refreshments and catering can be included, please call for our full brochure.

Call now on 0870 7563912 or 01257 244750

Fax: 01257 232386

Email:

office@fundingfinders.co.uk