



Facilities and Services

Training and meeting rooms for hire

The Snowy Enterprise Centre, centrally located in 38 Bombala Street Cooma, has an attractive training room and a smaller meeting room available for hire.

Offices

The Snowy Enterprise Centre has offices available for daily, short-term or long-term rent.

Virtual accommodation

Use the Snowy Enterprise Centre as your business base for reception and message services and have access to the meeting room for client appointments.

Business Incubator Program

This program is for businesses who are still becoming established and profitable. They pay lower rental and receive access to business counselling and support services.

Secretarial and Bookkeeping services

- Bookkeeping and BAS services
- Wordprocessing, data entry and other secretarial services
- Clerical services including photocopying and binding
- Secretariat and administrative services for organisations

AussieHost Customer Service Program

AussieHost is a one-day workshop delivered by an accredited facilitator. It is a unique communications, customer-relations and service skills workshop designed to upgrade the standards of service and hospitality provided to customers.

Small Business information and training

The Snowy Enterprise Centre has a range of self-help business information and resources available for start-up and existing businesses, including complementary business magazines and regular newsletters. Information about upcoming training is available in the newsletters and through the website.



Secretarial and Bookkeeping Services

SNOWY ENTERPRISE CENTRE

38 Bombala Street COOMA NSW 2630
Phone: (02) 6452 5392 Fax: (02) 6452 5393
Email: info@snowybec.com.au
Website: www.snowybec.com.au

Snowy Enterprise Centre is operated by the Snowy Monaro Business Enterprise Centre Inc, a not-for-profit incorporated association based in Cooma. Our Mission: To encourage, facilitate and support the establishment and development of sustainable industry and business in the Cooma region.

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SECRETARIAL AND BOOKKEEPING SERVICES

The Snowy Enterprise Centre is pleased to offer clerical and bookkeeping services from our Cooma office. Our experienced staff can help with one-off jobs, occasional assistance or on-going and regular support.

Secretarial Services

Snowy Enterprise staff can assist with:

- Clerical assistance
- Binding documents



- Word processing
- Certificates
- Document printing
- Data entry into spreadsheets and databases
- Mailing labels
- Database and mailing list management
- Proofreading, editing and assembly of papers and reports
- Business correspondence
- Internet research
- Web page content update

Fees and Charges

Photocopying & B&W printing	30c per page single sided A4 40c per page double sided A4 40c per page single sided A3 50c per page double sided A3
Colour printing	75c per page single sided A4 \$1.50 per page double sided A4
Binding	\$5 per document includes covers and spine
Laminating	\$1 per page
Fax—Sent	Local \$0.50 each page STD \$1.00 each page
Fax - Received	\$ 0.30 each page
Use of Computer / internet	\$5 per hour
Secretarial services	From \$36 per hour, depending on complexity

Our Centre

The Centre has a range of office equipment that can be used in the centre

- Black and white photocopier (up to A3)
- Binder
- Fax machine
- Computer / internet
- Laminator
- Staff can assist with scanning and colour printing

Virtual tenancy

This is a great option for those in business who don't want a permanent office but need the option of office availability from time to time, e.g. for client appointments or for access to office equipment. For a monthly licence fee you receive:

- Access to office equipment 24/7 (usage charges apply)
- Reception service during office hours
- Mail and delivery receiving
- Fax receiving
- Centre mailbox, kitchen facilities and car parking while in the

Bookkeeping and financial record keeping services

The Snowy Enterprise Centre is a registered BAS agent and can assist your business with its bookkeeping:

- Setting up business accounts with MYOB or Phoenix computer accounting programs
- Input data and account reconciliations
- Prepare monthly reports
- Generate invoices
- Prepare payments
- Prepare and lodge BAS and IAS returns
- Annual preparations for the accountant



centre

- Free access to an office or the meeting room for 8 hours per month (booking required)
- Minimum monthly charge is \$50. A higher rate may apply

