

Business Resource Development cc
Secretarial Services

2nd Floor, NBS Building
310 Oak Avenue, Randburg
PO Box 1376, Pinegowrie
Transvaal 2123
Telephone : (011) 787.0753/886.3608
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FAX LETTER TO:

**The Secretariat
CODESA**

TEL NO : (011) 397.1198/9

FAX NO : (011) 397.2211

DATE : 20 February 1992

NUMBER OF PAGES : 1

MESSAGE:

Dear Sir/Madam

We are a relatively new company offering a highly efficient and cost effective secretarial service to the public and it occurs to us that there will be many delegates to CODESA who may have need of our assistance.

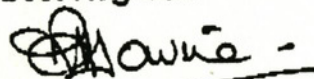
We are also very keen to offer whatever support we can to the cause for which CODESA stands, and it's effort to formulate answers to the future of this country.

We envisage being able to offer services specifically in the form of word processing/typing of reports, contracts, memoranda, letters and any other documentation required - by means of either dictaphone typing or copy typing. Our staff are skilled in the field of desktop publishing/typesetting and along with Harvard Graphics and a full colour photocopy machine, are capable of producing overhead transparencies and presentation documents of high quality.

Attached please find a one-page brochure which will explain our capabilities more fully for your interest.

May we take the liberty of following up this fax message with a phonecall sometime next week, in order to receive your comments to our proposal? In the meantime, we thank you sincerely for your attention and hope to be of future service to your organisation.

Best Regards



**RONDA LOWRIE (MRS)
CUSTOMER CARE**

If you have any trouble receiving this fax message please phone (011) 886.3608

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SECRETARIAL SERVICES

No matter how well staffed your organisation, there are times when you need to look outside for assistance ... to handle typing overload, prepare transparencies and colour copies and much more ... These are the times you need BRD Secretarial Services for professional, friendly service!

■ Typing/Word Processing

Ease the pressure on your typists. We use state of the art word processing to create quality documents of all types, printed on a laser printer.

■ Typesetting/Desktop Publishing

For truly professional leaflets, brochures and manuals that will give your business the image you want. DTP is today's cost cutting answer for quality printing and it makes economical sense of small quantities, too!

■ Colour Photocopying

We can enlarge or reduce your originals and copy them in full colour, one colour, black on white OR in strips of colour as specified.

■ Presentation Documents / Overhead Transparencies

We can make transparency documents using the same range of capabilities outlined above, either from your own originals or as typeset by ourselves.

■ Leaflets / Maildrops

We can typeset leaflets using Ventura Desktop Publisher for a professional touch - in black and white or perhaps with a splash of colour here and there for emphasis.

■ Collating and Binding of Documents

We will collate and heat-bind your documents into a smart Easibind folder with see-through or frosted front cover, giving a classy finish!

If ever you require any of the abovementioned services, just give Ronda or Dale a call on (011) 886.3608 and we will be happy to be of assistance.

BRD Secretarial Services
First Floor *** (moving to the Second Floor from 1st March 1992)
NBS Building
310 Oak Avenue
Randburg 2194

Tel : Fax (011) 886.3608

*** (New telephone numbers from 1st March 1992 : 787.0753 / 787.0704)