



SERVICES AVAILABLE

AGENT FOR:

- Challenger Institute of Technology Courses - (Cert II Business, MYOB, Photography, Video Editing, Website Training)
- WANILS - No Interest Loans
- Transwa Ticketing-Australind/ buses
- National Park Passes
- Tourist Information and Products
- Firewood Permits
- Westlink Broadcast
- Government Info Point
- NLIS Wand/Cattle transfer

I.T. & COMPUTER SERVICES:

- Public Internet Access
- Skype
- VCR – DVD conversion
- Convert slides/negatives to CD
- Video conferencing
- PowerPoint Presentations

SECRETARIAL SERVICES:

- A3/A4/A5 Photocopying
- Word Processing
- Grant writing service
- Spreadsheets
- Resumes
- Meeting Minutes
- Scanning Documents Via Email
- Fax sending
- Laminating

OTHER SERVICES:

- Coffee Café
- Business equipment hire
- Event management
- Business, Community & Tourism Networking Sundowners
- Serpentine Jarrahdale Numberplates
- Public Notice Board
- Digital projector hire
- Giftware available
- Community events including ***SJ Community Fair***

PRINTING SERVICES:

- Advertising flyers and posters
- Colour photocopying
- Business cards- design and printing
- Desktop Publishing
- Booklet Printing
- Book binding
- Address labels
- Newsletter Design & Printing
- Envelope Printing

EDUCATION SERVICES:

- Community interest courses
- One on One Tuition
- Staff training facilities
- Children's school holiday activities
- Computer classes

VENUE HIRE AVAILABLE

- Large Function Room (seats 120)
- Video Conferencing Room
- IT Training Room
- Oztrail 3m x 3m gazebo hire
- Fully Equipped Kitchen
- Outdoor alfresco area

Publishers of the Serpentine Valley Crier monthly magazine

CATERING AVAILABLE ON REQUEST

Call in and talk to one of our friendly staff for more information...



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Government of Western Australia
Department of Regional Development

