



**Some of our existing clientele include:**

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Career Smitten  
Dreweatt Neate  
Owen Reed  
St Michael's Catholic School  
General Systems Development Co.  
Ltd., Accra, Ghana.  
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Thank you for your enquiry for more information on setting up a corporate co-branded login area for your company.

We are gaining a lot of interest in our new corporate area from Recruitment Agencies, Recruitment Consultancies, HR Departments of Blue Chip companies as well as Schools, Colleges and Universities, and therefore, we are able to keep our costs low permanently in this regard.

This programme, exclusive to TMWSecretarial, is designed for both individual and corporate users. It enables candidates to have their copy or audio typing skills assessed on-line from their home or place of work. This set-up is perfect for the likes of establishments like yourselves. Each candidate carries out four tests, including an initial warm-up, at the end of which they receive an official certificate detailing their scores and typing speeds; forwarded to yourselves for distribution.

Access to the programme is made by entering a corporate log-in and password details.

Charges per test for each individual candidate are as indicated of £9.95, which includes:

- Warm up test
- 3 Examinations
- Certificate (plain or laminated)
- Packaging (rigid board envelope of superior quality for safety in transit)
- Postage to anywhere in the World
- UK VAT (Value Added Tax)

The facility would allow your company to purchase as few or as many tests as are required. We are well equipped to cope with large volumes of examinations.

A payment for a one-off set-up charge of £50.00 GBP is payable by invoice within 14 days from receipt or written acceptance to proceed. Direct Bank transfer is also acceptable. If outside of the UK, clearance of funds would be required before we issue login details.

Payment for the online test/s, will generally be required via WorldPay (Part of the Royal Bank of Scotland Group) necessitating in the use of either a company or personal debit or credit card. Alternatively if required, payment via invoice is also available – just let us know at point of set-up!

The site itself is very self explanatory once you are logged into the corporate administration area and once you have completed the candidate names etc, you would be furnished with individual login and passwords for each candidate (or you could state your own if need be) and the candidates themselves would need to just log into our main homepage of [www.teslatyping.co.uk](http://www.teslatyping.co.uk) and enter their details in the candidate login box during the specified time period you insert yourself in the admin login.

We trust this information is helpful; please do not hesitate to contact me if you require any further information

Kind regards  
Yours sincerely

***T M Woollard***

***Tina Woollard MIQPS***  
Senior Partner

***Division of TMWSecretarial Services***

*BS EN ISO 9001:2000 Accredited in: The provision of general, special & virtual secretarial office services*

***Virtual assistance at your fingertips!***

***Partners: T M Woollard ■ L M Woollard***  
***VAT No. : 835 1498 15***