

THE BRANCH OFFICE

The Branch Office is a quality focused Tasmanian business centre based in the Launceston CBD.

We pride ourselves on professional personal service and offer a wide range of business services to our clients. Specifically we offer quality secretarial/executive assistant services, executive meeting room facilities together with a broad range of printing and copying services.

Secretarial services include copy typing, document proofing, CV's, board papers, annual reports and article preparation and presentation.

Our meeting rooms cater for large or small board meetings, body corporate meetings, presentations, seminars and client interviews. Included in the hire of our meeting rooms is access to high speed wireless NBN connection, whiteboard and tea and coffee facilities. Catering can also be arranged to suit your needs.

The Branch Office printing and document services include the capacity to print or copy documents from A4 to A0 sizes, binding and laminating together with producing business cards, flyers, greeting cards and calendars.

Please contact us to discuss how we can assist with your business needs.



The Branch Office
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