

Who are we?

The **D & J Group Ltd** has been in operation at this address since 1992 and is well known and respected in the area.

Portadown, where our business is located, is a medium sized town of some 26,000 people, set in the heart of the beautiful county of Armagh.

Our aim is to provide good quality services to our customers in a quietly efficient manner, so that the **Small Business Owner** can get on with running their business, confident in the knowledge that their payroll is properly managed.

We are members of:

- Portadown Chamber of Commerce
- Federation of Small Businesses

Please look us up on our website at
www.drfhouse.com
and remember it will cost you nothing to talk to us.

General Services

- Photocopying
- Fax
- Spiral binding
- Laminating
- Printing of flyers and booklets

How to find us



From Belfast, drive up through Portadown town centre and out past the church at the top of the town; then it's the second street on the left. We are at the traffic lights in our cream coloured terraced house, which has a large sign **with D & J** on it and a bright red door. Come and see us!

**D & J
Group Ltd**

The Payroll Service for Small Businesses

5 Hanover Street
Portadown
Co Armagh
BT62 3ER

Tel: 028 3833 9624
Fax: 028 3833 5599

info@drfhouse.com
www.drfhouse.com

What is our service?

We provide a payroll processing service to suit the complete payroll needs of any business with 20 employees or less, paid weekly or monthly.

We also process payroll for any sub-contractors employed. From the information you give us, we load up our computer payroll program and process your payroll..

So, what happens?

1. Each week or month you send us the hours (Basic and Overtime), along with any bonuses you wish to pay your employees.
2. You also send information on sickness, maternity benefit or tax credits to be paid.
3. If you make any extra deductions for insurance of student loan, just let us know and we'll include these.
4. We process your payroll, pass the "net information" to you within a few hours, and follow up immediately with payslips and "gross to net" reports posted out first class to you.
5. At the end of each month we write up your tax and National Insurance voucher and post it to you.

Year end service

We complete all government year-end forms including P35, P14/P60 and Sub-contractor vouchers and forms, then send them to you for signature and onward posting.

All our business is done by email, fax, post or phone.

What do we charge?

Weekly paid employees:

10 or less	£45 per month
11-20	£60 per month

There are no extra charges for our basic service.

Republic of Ireland clients:

10 or less	£45 equivalent in €
11-20	£60 equivalent in €

Monthly paid employees:

20 or less	£45 per month
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All our business is conducted in the strictest confidence.

We accept payment by cheque, credit/debit card or bank transfer.

Our other services

Word Processing

- A word processing service in English or another European language, for students' assignments, dissertations and theses.
- CV service for everyone.
- A contract word processing service for the business community.

Internet

- Website updating and maintenance training.
- Website translation

Translation

- Letters and documents translated into or out of French and Russian.