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1st November 2002

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Dear Sir/Madam,

I would be grateful if you would take a moment to read this short note together with the attached leaflet detailing our web design services.

Over the last three years more and more small and medium size businesses have been promoting themselves by investing in a web site. Today over 30% of all businesses have a web presence either in the form of a simple "catalogue" site which details their products or actually selling their wares using an online shop.

We specialise in providing these services and we are confident that we can provide you with a cost effective and attractive web site to help promote your business. Our services are detailed on the attached leaflet together with a few illustrations of our recent work.

Should you be interested in our services we would be prepared to design a mock-up page to indicate how your site might look. We would do this for you **free of charge** and with **no commitment** from yourself.

Should you decide to go ahead, we will work with you to plan your site and then provide you with a quotation for the full cost of the site. Prices start from £150.

You can find more details on our web site at <http://www.veedesign.co.uk>.

Alternatively, please call or e-mail us or perhaps drop some details in the post. We will then get back to you to discuss your requirements.

Thanks for your time,

Vanessa Jones

<http://www.veedesign.co.uk> e-mail: vee@veedesign.co.uk