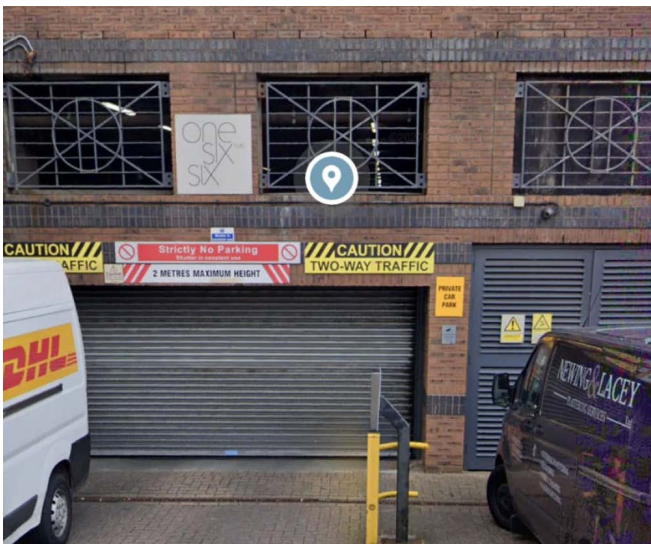


**Charterhouse (Accountants) Limited One Six Six**  
**166 College Road**  
**Harrow**  
**Middlesex**  
**HA1 1RA**  
**Tel 020 8863 4566**

When visiting our new Harrow office by car or you have a delivery, please follow the steps below;

- Drive to Junction Road (HA1 INL) at the back of the office.
- Proceed to the end of the road before the fly-over



- On the left hand side you will see a roller gate shutter entrance with a yellow post and buttons on the right hand side.
- If making a delivery and the height of your vehicle will not go through simply park up on the right hand side of the post and walk around the front of the building to reception. Gain entrance by pressing the appropriate Charterhouse/reception entry button on the aluminium post.
- If you want to enter the parking through the roller gate shutter entrance simply press the button on the yellow post for Charterhouse or reception and say you are visiting Charterhouse.

- When entering the garage the Charterhouse 'visitor' parking bays are down the ramp to the left. These will all be marked as Charterhouse visitor. It is possible there are other visitor spaces free in which case please feel free to use these unless they belong to another company. At the moment feel free to park anywhere as the rest of the building is not occupied.
- Once you have parked your car do walk back up the ramp and turn left to the entrance to the lift.
- At the lift please push the button for Charterhouse/ reception and proceed in the lift to the fourth floor for Charterhouse use or the ground floor (0) for reception and sign in.
- The person at reception will then point you back to the lift and up to the 4th floor where you will be greeted by one of the Charterhouse team.
- **If you need to contact reception at One Six Six you can call 020 88611571 or 07729 666818**