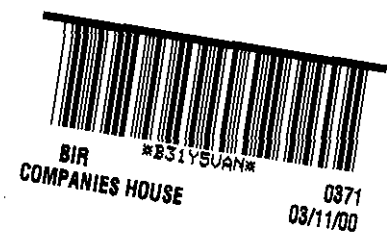

Archive Services Limited

Abbreviated Accounts

◆ *Year ended 31 March 2000* ◆



**AUDITORS' REPORT TO ARCHIVE SERVICES LIMITED
UNDER SECTION 247B OF THE COMPANIES ACT 1985**

We have examined the abbreviated accounts set out on pages 2 to 5, together with the full financial statements of the company for the period ended 31 March 2000 prepared under Section 226 of the Companies Act 1985.

Respective responsibilities of directors and auditors

The directors are responsible for preparing the abbreviated accounts in accordance with Section 246 of the Companies Act 1985. It is our responsibility to form an independent opinion as to whether the company is entitled to deliver abbreviated accounts prepared in accordance with Section 246(5) and (6) of the Act to the Registrar of Companies and whether the accounts to be delivered are properly prepared in accordance with those provisions and to report our opinion to you.

Basis of opinion

We have carried out the procedures we consider necessary to confirm, by reference to the full financial statements, that the company is entitled to deliver abbreviated accounts and that the abbreviated accounts to be delivered are properly prepared. The scope of our work for the purpose of this report does not include examining or dealing with events after the date of our report on the full financial statements.

Opinion

In our opinion the company is entitled to deliver abbreviated accounts prepared in accordance with Section 246(5) and (6) of the Companies Act 1985, and the abbreviated accounts on pages 2 to 5 are properly prepared in accordance with those provisions.

RSM Robson Rhodes

RSM Robson Rhodes
Chartered Accountants and Registered Auditor

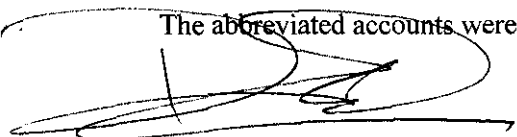
Birmingham
9 October 2000

ARCHIVE SERVICES LIMITED**ABBREVIATED BALANCE SHEET**
at 31 March 2000

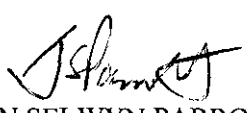
| | Note | 2000 £ | 1999 £ |
|--|------|-----------|-----------|
| Fixed assets | | | |
| Tangible assets | 2 | 360,572 | 549,544 |
| Investment in subsidiary | 3 | - | 80,000 |
| | | <hr/> | <hr/> |
| | | 360,572 | 629,544 |
| | | <hr/> | <hr/> |
| Current assets | | | |
| Debtors | | 261,204 | 213,013 |
| Cash at bank and in hand | | 58,683 | 7,951 |
| | | <hr/> | <hr/> |
| | | 319,887 | 220,964 |
| Creditors: Amounts falling due within one year | | (313,463) | (268,641) |
| | | <hr/> | <hr/> |
| Net current assets/(liabilities) | | 6,424 | (47,677) |
| | | <hr/> | <hr/> |
| Total assets less current liabilities | | 366,996 | 581,867 |
| Creditors: Amounts falling due after more than one year | | - | (230,366) |
| Provision for liabilities and charges | | (30,000) | (25,750) |
| Accruals and deferred income | | (157,680) | (121,543) |
| | | <hr/> | <hr/> |
| Net assets | | 179,316 | 204,208 |
| | | <hr/> | <hr/> |
| Capital and reserves | | | |
| Called up share capital | 4 | 100 | 100 |
| Share premium account | | 79,910 | 79,910 |
| Profit and loss account | | 99,306 | 124,198 |
| | | <hr/> | <hr/> |
| Shareholders' funds | | 179,316 | 204,208 |
| | | <hr/> | <hr/> |

The abbreviated accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small sized companies.

The abbreviated accounts were approved by the Board on 9 October 2000 and signed on its behalf by:



DAVID GREGORY
Director



JOHN SELWYN PARROTT
Director

ARCHIVE SERVICES LIMITED

NOTES TO THE ABBREVIATED ACCOUNTS

31 March 2000

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements are prepared under the historical cost convention in accordance with applicable accounting standards.

The financial statements only present information about the company and do not contain information relating to the group as a whole. The company is not required to prepare group accounts because the group qualifies as small under Section 248 of the Companies Act 1986.

Turnover

Turnover consists of the invoiced value (excluding VAT) for goods and services supplied in the year. All turnover derives from the principal activities within the United Kingdom.

Tangible fixed assets and depreciation

Depreciation is provided on tangible fixed assets to write them down to their estimated residual values over their expected useful lives. Freehold buildings are not depreciated. It is the company's policy to maintain properties in a continued state of sound repair. The principal annual rates used are:

| | | |
|-----------------------|-----|------------------|
| Motor vehicles | 25% | reducing balance |
| Office equipment | 15% | reducing balance |
| Racking and equipment | 10% | reducing balance |

Leased assets

Where assets are financed by leasing agreements ('finance leases') the assets are included in the balance sheet at cost less depreciation in accordance with the company's normal accounting policies. The present value of future rentals is shown as a liability. The interest element of rental obligations is charged to the profit and loss account over the period of the lease in proportion to the balance of capital repayments outstanding.

Rentals payable under operating leases are charged to the profit and loss account as incurred.

Taxation

The charge for taxation is based on the result for the year and takes into account taxation deferred or accelerated because of timing differences between the treatment of certain items for accounting and taxation purposes.

Provision for deferred taxation is made under the liability method only to the extent that it is probable that the liability will become payable in the foreseeable future.

Investments

Investments are stated at cost less provision for permanent diminution in value.

ARCHIVE SERVICES LIMITED

NOTES TO THE ABBREVIATED ACCOUNTS**31 March 2000****2. TANGIBLE ASSETS**

| | Total £ |
|-----------------------|--------------------|
| Cost | |
| At 1 April 1999 | 648,040 |
| Capital expenditure | 105,017 |
| Disposals | (250,000) |
| | <hr/> |
| At 31 March 2000 | 503,057 |
| | <hr/> |
| Depreciation | |
| At 1 April 1999 | 98,496 |
| Charged in year | 43,989 |
| | <hr/> |
| At 31 March 2000 | 142,485 |
| | <hr/> |
| Net book value | |
| At 31 March 2000 | 360,572 |
| | <hr/> <hr/> |
| At 31 March 1999 | 549,544 |
| | <hr/> <hr/> |

ARCHIVE SERVICES LIMITED**NOTES TO THE ABBREVIATED ACCOUNTS****31 March 2000****3. INVESTMENT IN SUBSIDIARY**

| | £ |
|-----------------------------------|--------|
| At 1 April 1999 and 31 March 2000 | 80,000 |
| Provision | |
| At 1 April 1999 | - |
| Charge for the year | 80,000 |
| At 31 March 2000 | 80,000 |
| Net book value | |
| 31 March 2000 | NIL |
| 31 March 1999 | 80,000 |

The capital and reserves, and result, for the year ended 31 March 2000 were as follows:

| | Capital and reserves £ | Loss for the Period £ |
|-----------------------------|------------------------------|-----------------------------|
| Jones and Crossland Limited | 652 | (79,348) |

4. SHARE CAPITAL

| | 2000 £ | 1999 £ |
|--|-----------|-----------|
| Authorised | | |
| 95,000 ordinary shares of £1 each (1999 : 100,000) | 95,000 | 100,000 |
| 5,000 "A" ordinary shares of £1 each (1999 : Nil) | 5,000 | - |
| | 100,000 | 100,000 |
| Allotted and fully paid | | |
| 100 shares of £1 each | 100 | 100 |

On 28 January 2000 the company passed an ordinary resolution re-designating 5,000 authorised ordinary shares of £1 each into 5,000 authorised "A" ordinary shares of £1 each.