



SECRETARIAL

Word Processing

- Document Design and Editing
- Letters
- Reports & Manuals
- Tape Transcripts
- Scanning documents to MS Word
- Templates
- Mail Merges
- Resumes / CV's
- Colour Printing
- Shorthand

Legal Word Processing

- Summons
- Powers of Attorney
- Affidavits
- Guarantees/Leases/Agreements
- Labels
- Verified Law Institute Forms
- Conveyancing:
Section 32
Particulars of Sale
Contract of Sale...and many more

Spreadsheets

- Design & Editing
- Adding & Editing Macros
- Adding buttons & drop down lists
- Format & presentation changes
- Data Entry
- Creating & editing formulas
- Charts & Graphs
- Scanning data into MS Excel File

Administration Support

- Managing Appointment Diaries
- Travel Arrangements
- Mail-outs
- E-mail access
- Fax Services
- Reminder Notices
- Scanning
- Document Binding
- Saving File to Disk
- Proof Reading Documents
- On-line searching on any topic
- Bookkeeping

Other Services

- Photocopying
- Document Binding
- Colour Printing
- Catering
- Delivery via email, courier or post
- Faxing
- Stapling
- Folding
- Hole Punching
- Envelope stuffing
- Laminating
- Photo Scanning
- Bulk Printing and collating
- Data Entry/Record Keeping

On-site Support

Training customised to your requirements can be provided in MS Word and MS Excel at your office.