

Outsource your administrative work....

Basic office services

Do you seem to be spending hours shuffling through paperwork
and not being able to find what you are looking for?

I can take away all your paperwork, sort, file, reorganize, and return it.

Your time can be better spent running the business.

Word processing services

Documentation can become untidy with information difficult to access or amend.

I can replicate, edit and update all formats of typed documentation and company templates.

Documents supplied in electronic and/or printed formats and backed up onto disk for future reference.

Specialty Services

- Manuals
- Procedures
- Reports
- Booklets
- Leaflets
- Contracts
- Tenders
- Presentations

Data entry

Updating existing formats of database and any type of data entry work required.

If you have not seen what you are after, give me a call and ask.

I am only too happy to accommodate your needs.

One off jobs, or ongoing support can be provided

Pick up and Delivery to local areas.

Hourly Rates | Prompt and Reliable