

We can offer flexible solutions for all your design, administrative & bookkeeping needs

ADMINISTRATIVE SOLUTIONS

Academic papers & Thesis typing
Conference papers & reports
Copy typing
Data Entry
Dictation
Mail Merge
Minutes and agendas
Newsletters and notices
Overheads, presentations,
slideshows and handouts
Policy Manuals
Proof Reading
Reports
Resumes and application letters
Transcription

DOCUMENT SOLUTIONS

Binding
Collating
Laminating
Photocopying
Scanning
Faxing
Bulk mailing
Digital Photography

BOOKKEEPING SOLUTIONS

Invoicing
BAS preparation
MYOB and QuickBooks bookkeeping

DESIGN SOLUTIONS

Website & Email Hosting
Domain Registration
Website Design & Set-Up
Graphic Design:-
-Logo Design
-Business Cards
-Letterheads
-Flyers
-Brochures
-Posters
-Sign Writing
All Print & Production