



**10% DISCOUNT  
OFFER  
for first time  
clients**

- **Proofreading** (checking your document for grammar, spelling and punctuation).
- **Copyediting** (checking your document for style errors and inconsistencies in the layout, headings, tables etc).
- **Document formatting** (typing and/or formatting your document or template for consistent style and a professional image).
- **Resume Services** (typing and/or formatting, proofreading, updating)
- **Business Administration** (with sixteen years experience in business administration duties I will help you with your administration requirements, whatever they may be).

For a free quote contact:

**Jade Support Services**

Lee Thomson

Ph: 0405 966 901

E: [JadeSuppServ@y7mail.com](mailto:JadeSuppServ@y7mail.com)

- ▶ **When you only get one chance to make a first impression, don't you want to make it a good one?**

I can help you portray a truly professional image through business proofreading and copyediting.

Poor spelling, punctuation and grammatical errors can undermine your ability to communicate effectively.

Even though the information you provide is first-class, when errors are present it detracts from the focus of your writing. A document with errors can lose you clients as they perceive you as unprofessional. That's why copyediting and proofreading services are invaluable.

The document style can also affect your image, inconsistency in the style or outdated formatting can portray an image you don't want your clients to retain, let me update your documents to give you that professional edge.

Before you send, or print another written piece of communication, ask yourself if you need a proofreader/copyeditor—Yes! Then contact Jade Support Services.

*Publish your document with confidence that it represents you well.*



**JadeSupportServices**  
*... the solution to your needs!*