

fast ... accurate ... professional typing services at reasonable rates

SERVICES AVAILABLE

• TYPING SERVICE

Whatever you need typed from your written or hard copy documents, you will receive quality work at an affordable price.

• DATA ENTRY SERVICE

Do you have a database that needs to be updated? A spreadsheet that needs to be updated? I can do it fast and accurately.

• FAST FLYER SERVICE

Maybe you need to get the word out about an event. I can create an letter size eye-catching flyer for you.

• CONVERT DOCS TO PDF

Document conversion to PDF for emailing, websites and printing.

ADMINISTRATIVE SOLUTIONS THAT WORK FOR YOUR SMALL BUSINESS

Services

I offer administrative support to individuals and small businesses. Just a few examples of typing and data entry services I provide:

- ✓ Document Typing
- ✓ Data Entry
- ✓ Newsletters
- ✓ Spreadsheets
- ✓ Mailing Labels

Why Hire Me?

I don't take up your office space, use your equipment, need vacation days, need sick days, need a parking space, need health or life insurance, add to your payroll taxes, or cost a bundle of money!

You can concentrate on your business while I take care of the paperwork.



**Data Entry and
Typing Services**