

smarttype

“professional, experienced, secretarial and PA support”



About

Smart Type offers a freelance secretarial service to businesses and individuals, either as a complement to an existing PA or secretary or as total support. Whether you are seeking additional, temporary or part time secretarial support, or full support for a small or growing business, then Smart Type offers just the service you're looking for.

With over 10 years of secretarial and administrative experience, Smart Type is in an excellent position to provide a broad range of secretarial skills and services to businesses of all sizes.

Services

- *PowerPoint documents* – text or graphics or both, working from a variety of sources.
- *Word documents/reports*
- *Transcription* – from digital files or analogue cassette tapes.
- *Mail merge* – for marketing mailshots, customer contact, etc.
- *Copy typing* - from typed or handwritten original sources.
- *Data entry* – into an Excel spreadsheet or other formats.
- *Database management* – update existing information and verify accuracy.
- *General administration* – filing, invoicing, preparation for meetings.

Promise

Quality and accuracy of output, timeliness of return, honesty in dealings and manners at all times are all highly valued.

- Output is checked thoroughly and proof read against originals.
- Transcripts are checked against original recording.
- Deadlines are agreed pre-project and met.
- Politeness, professionalism and confidentiality are paramount.
- Feedback is welcomed and acted upon.
- Charging is accurate and a written record of time spent is provided.



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