



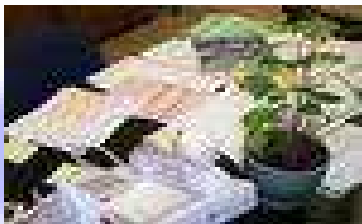
**High quality support**

**Cost Effective**

**No training needed**

**Instant Availability**

**No equipment outlay**



**Short Staffed? Heavy workload?**

**Forget expensive recruitment agencies!**

**Let Virtual Secretarial Services give you all the help that you need - at a fraction of the cost!**

***Virtual Secretarial Services***



**Virtual Secretarial Services  
235 The Broadway  
Grindon  
Sunderland  
SR4 9HB**

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**Fax: 0191 5343657**

**[info@virtual-secretarialservices.com](mailto:info@virtual-secretarialservices.com)**

**[www.virtual-secretarialservices.com](http://www.virtual-secretarialservices.com)**

**Are you running out of time to complete your work?**

**Are you racing against the clock?**

**Help is at hand!**



**[www.virtual-secretarialservices.com](http://www.virtual-secretarialservices.com)**

## About Virtual Secretarial Services

Virtual Secretarial Services is a small family business based in Sunderland, Tyne and Wear, which has been going from strength to strength over the last few years. The owner, Helena Stawicki, has over twenty five years experience working in business administration, working in the educational sector and in more recent years, in the legal profession.

Virtual Secretarial Services would be more than happy to supply you with Testimonials from satisfied customers who have used our services.

## Benefits of using VSS

### What are the benefits of working with VSS?

- You will receive the highest quality office support via email, telephone, fax or post;
- VSS work out of office hours as well, weekends and Bank Holidays;
- VSS guarantee accuracy and complete confidentiality;
- Secretarial cover while your staff members are on holiday, or you are waiting to fill a vacancy;
- It's cost effective - you only pay the hourly rate for your work -no overheads, no extra charges!

### You do not have to pay for:

- Employee costs i.e. N. I. contributions, holiday or sickness pay or VAT;
- No Training is required;
- Stationery, postage, telephone calls, faxes - no overheads at all;
- Work can be collected and returned to you free of charge

*\*(In Sunderland only)*

□

**We are a registered business and have comprehensive insurance in place.**

□



We can transcribe digital formats (DSS, MP3, WMA, WAV etc) and we can transcribe standard cassettes, micro cassettes and mini cassettes.



Whatever form of recording you may have, send it to our office for fast, accurate transcribing



## Services

**Transcription**

**Word Processing**

**Easy Typing**

**Presentations**

**Desktop Publishing**

**Laminations**

**Mailshots**

**Data Entry**

**Book Keeping**

**Proofreading**

**Web Design**

**C.V. Packages**

**Internet Research**

*and more.....*



**Contact us now!**

