



# Word Forward

Freelance Writing & Secretarial Services

Does your in-tray resemble the leaning tower of Pisa? Is your to-do list longer than the Harbour Bridge? If yes, you need a Virtual Assistant. **Word Forward** provides writing & administrative solutions for all your business and personal needs so that you can get on with the real job.

\*Services include:

Typing	Faxing & scanning
Database management	Photocopying & laminating
Transcription	Spreadsheets & charts
Article writing	Data entry
Reports & presentations	Desktop publishing
Brochures & flyers	File conversions
eBay listings	Invitations & menus
Web-site design	
Word processing	<i>15 years experience</i>
Proofreading & editing	<i>Diploma - Business and Management Studies</i>
Research	
Labels & mail-outs	
Newsletters & certificates	

**“Good words are worth much and cost little”**

\*Discounts available to volunteer groups

As experienced professionals, Word Forward provides efficient, reliable service and attention to detail. We take time to fully understand our customer's needs before commencing any project. You can be assured that all consultations and paperwork will remain confidential. Please contact us for a quote – no job too small.

ABN: 88 938 596 549

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