

Who Can We Help?



The service is perfect for making that extra special impression - like a business applying for a tender, or preparing for an important presentation, a job seeker going for an interview or a student that has left his or her thesis to the last minute.

No job is too big or too small....we are here to help you turn your unformatted material into an eye catching presentation.

We can help people such as:

- Trades people:
 - Builders
 - Carpenters
 - Plumbers
 - Electricians
- Milk bar owners
- Shop owners
- Small business owners
- Hairdressers
- Students/Teaching Staff
- Job seekers

Absolutely Anybody!

Terms and Conditions

Disclaimer: Complete Document Formatting is not a Consultancy Service. CDF does not in any way advise on content of any work it is asked to complete. CDF is only a typing and formatting service.

Onsite/Travel Charges: Completing work onsite will incur a surcharge of \$50.00 if you are located outside a 15km radius of Tullamarine.

Time Charge: A minimum of 30 minutes will be charged to the customer for all work.

For a full list of our terms and conditions please visit our website or call us.



Mobile:
0416 279 322
Ph/Fax:
(03) 9330 4350
Email:
Info@completedocumentformatting.com.au
Web:
www.completedocumentformatting.com.au

COMPLETE DOCUMENT FORMATTING



Mobile:
0416 279 322

Ph/Fax:
(03) 9330 4350

Email:
info@completedocumentformatting.com.au

Web:
www.completedocumentformatting.com.au



FREEING UP YOUR TIME

Why Use Complete Document Formatting?



Are you too busy to spend time working on your computer? Do you think this time could be better spent focusing on more important tasks? Do you lack the

necessary skill in using computer software packages? Are you or your staff unexpectedly away from work? If you answered yes to any of these questions, Complete Document Formatting can help you. CDF is a secretarial service helping customers who have a need for business software applications, but might not have the time, skill or staff to operate them.

Complete Document Formatting Can



Help you FREE Up YOUR Time!

The service is designed for people who want professional formatting and presentation in an electronic format. Whether you don't have the time, want some professional assistance or just can't be bothered with the time consuming task yourself - send the information to Complete Document Formatting and we can help with a quick, professional, hassle free service.

What Services Do We Offer?

We can help you with the following services:

Word Processing:

Resumes, Cover Letters, Letters, Mail Merges, Memos, Tenders, Submissions, Business Plans, Theses, Reports, Novels, Quality Assurance Procedures/Manuals

Database Creation/Maintenance:

Setup and/or maintenance of various databases such as: Client Databases, Stock Databases, Music Databases, Employee Databases, Referrals Databases

Spreadsheets:

Budget Sheets, Profit and Loss Statements, Personal Budgets, Promotional Budgets, Cash flow Forecasts, Balance Sheets, Set up of statistical information for graphs and charts

PowerPoint® Presentations:

Resumes, Tender presentations, Reports, Graphical Data Display, Proposals

Desktop Publishing:

Newsletters, Menus, Stationery, Brochures, Letterheads, Certificates, Awards, Calendars, Business Forms, Signage, Flyers, Invitations, Business Cards, Labels, With Compliments Slips, promotional leaflets



General Administration:

Filing, Relief Reception, Photocopying, Faxing, Archiving, Mail Distribution

Internet Research (Mobile Internet available)

This service is for people who do not have the time to do research, whether it be looking up the latest mobile phone prices and features or wanting to know what the 3rd planet from the sun is called. We can also come to you if you do not have Internet access

Printing:

Standard printing is available of all work created or submitted. O/head Transparencies also available



Computer/Software Maintenance:

Upgrades, Troubleshooting, Adding/Installing new hardware or software, Reformatting hard drives,

Backups and Reinstalling Software can be completed on or offsite

Laminating:

Menus, Certificates, Awards, Signage

Scanning:

OCR (Optical Character Recognition), Photos, logos, artwork, graphics etc

Binding:

Binding available for any work completed or submitted

File Retrieval:

All work completed by Complete Document Formatting is backed up and can be retrieved if needed