

**AVON VALLEY SECRETARIAL SERVICES**  
Legal and medical transcriptions, for all your typing requirements

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Dear Legal/Medical Practitioner

Please find below details of a comprehensive typing/transcription service located in South Gloucestershire and working for companies throughout the UK, including solicitors, financial institutions and universities. You may save costs for holiday, sickness cover and temporary staff expenditure by using this external typing service. Ideal for busy PA's, Heads of Department, and companies who require assistance managing their workload.

Transcriptions or copy typing accepted via e-mail or post (digital, Philips 720 system in use for cassettes). Applications used generally include Microsoft Word and Microsoft Excel. A confidentiality agreement is available if required. Collection and delivery of work is available.

Examples of documents typed include, general correspondence, attendance notes, witness statements, reports, using your templates and stationery if required.

Standard 24/48 hour turnaround of routine work (urgent work and larger assignments, time and fee to be agreed).

I am now in my fifth year of working as a self employed contractor and believe that in the current financial climate this service is cost effective by helping you save on business running costs.

You only pay for completed typing; no deposits, contracts or holiday and sickness costs apply. For rates and terms of business please see the web site. I have 20 years experience working in the legal industry and business management. References available upon request.

For further information and in the first instance please contact me by e-mail or on the above telephone number and I look forward to working with you in 2012.

Yours sincerely

Deena Naish