

COPY TYPING



Fast, accurate and confidential service to help you handle your workload

THE PERFECT SOLUTION

Dictasol offers a copy typing service that you can call upon for a one off service or on a regular basis with no long term obligation. Our copy typing service is a resourceful way to produce documents efficiently, and all of our typists have a vast amount of copy typing experience.

Our typists are part of a young fresh and dynamic team. They are all able to work from shorthand within a broad range of sectors.

STRESS BUSTER

Copy typing can be a time consuming process for you, especially as you may not have time or do not feel comfortable typing. Most people can type, but vast amounts of time can be saved if you have an experienced typist who can touch type and is familiar with your sector.

By letting Dictasol help you, your time can be utilised to carry out tasks that require more attention from you. Whether you are short of time or the thought of typing is stressful, we can help.

OUR CAPABILITIES

Just some of the things our copy typists can handle:

- ⊙ **Manuscripts**
- ⊙ **Reports**
- ⊙ **Proposals**
- ⊙ **Manuals**
- ⊙ **Leaflets**
- ⊙ **Memoirs**
- ⊙ **Correspondence**

AS YOU LIKE IT

Work can be copied from handwritten or typed sources. We will handle anything from a single page to large manuscripts. Regardless of size your files will receive the same attention to detail, professionalism and confidentiality by our experienced team.

A fast turnaround is guaranteed. As all your work is checked by our quality control team. We are confident that your work is delivered back to you at the highest quality possible.

As every job is different, we will create a package that suits your exact needs. Whether you want to work per word count, per page or per hour. Turnaround is fast and is agreed prior to commencing your task.

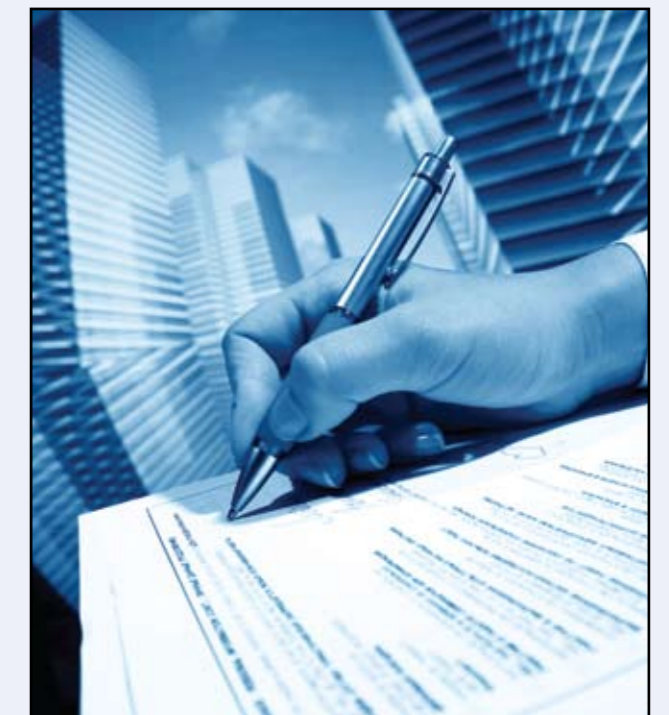
Work is returned to you in the format of your choice via fax, by post, e-mail or in any other medium.

PEACE OF MIND

When you turn to Dictasol for copy typing, we endeavour to reduce unnecessary stress. We are able to put your mind at ease by carrying out your requests to the highest possible standard.

Dictasol aim to provide an impeccable solution to all of our clients, regardless of the size of your job. This reduces the pressure on you, allowing you to be more at ease and focus on tasks that require more attention from you.

Efficiency and confidentiality are fundamental values that Dictasol adhere to.



Work that needs to be copy typed can also be sent via our software Dictapro. Dictapro will allow a user to send a scanned copy of the work to be copy typed and return it to the user through Dictapro so you can keep track of work that you have sent. For more information on Dictapro please see page 23.

