

Complete
Document Formatting

Services Brochure



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Why Use Complete Document Formatting?

Are you too busy to spend time working on your computer? Do you think your time could be better spent focusing on more important tasks? Do you lack the necessary skills 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, skills or staff to operate them.

Complete Document Formatting can:

Help YOU Free Up YOUR Time!

Helping YOU free up YOUR time



Helping YOU free up YOUR time!

Complete Document Formatting provides services that are 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 does CDF Offer?

Complete Document Formatting offers a range of services to help you with the daily tasks of running your business. Our main services include:



Electronic
PDF Forms



Word
Processing



Internet
Research



General
Admin



Web
Design



Desktop
Publishing



Powerpoint®
Presentations



Onsite
Training



Spreadsheets



Scanning
Service



Printing

Helping YOU free up YOUR time





Electronic PDF Forms

With the current popularity of tablets and smart phones the ability to fill in electronic PDF forms while on the move has become increasingly popular.

Complete Document Formatting is now offering the service of creating electronic PDF forms, or turning existing documents into an electronic PDF form, for use on iOS and Android smart phones and tablets, Windows tablets, or existing laptops and desktops. For a comprehensive guide to this service, please visit our website:

www.c-d-f.com.au/ElectronicForms.html





Word Processing

Complete Document Formatting types and formats all documents including:

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

Helping YOU free up YOUR time





Internet Research (w/Mobile Internet)

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 your premises. If you don't have internet access, that's ok as we have a mobile service where we can bring the internet to you.





General Administration

Complete Document Formatting offers a General Administration service which includes the following:

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

Complete Document Formatting is available on short notice if staff are unexpectedly away on leave.

Or administrative staff can be utilised in other areas of the business.

Helping YOU free up YOUR time





Web Design

Complete Document Formatting offers a simple web design service aimed at new businesses wishing to have web presence.

We also offer optional domain registration & setup (eg www.yourdomain.com, .com.au, .net.au etc.) and optional web hosting & email setup (eg anything@your-domain.com.au etc.).

For a comprehensive guide to this service, please click the Web Design link on our services page:

www.c-d-f.com.au/Services.html





Desktop Publishing

Complete Document Formatting offers the following desktop publishing services:

Newsletters, Menus, Stationery, Brochures, Letterheads, Certificates, Awards, Calendars, Business Forms, Signage, Flyers, Invitations, Business Cards, Labels, With Compliments Slips and Promotional Leaflets.

Helping YOU free up YOUR time





Powerpoint® Presentations

Complete Document Formatting can create the following types of Powerpoint® Presentations:

Resumes, Tender Presentations, Reports, Graphical Data Display, Proposals, Invitations.





Onsite Training

Complete Document Formatting offers tailored onsite training that can be organised to clients requirements or provide 1 on 1 training.

We can train you in: basic word processing, mail merging, using & navigating Windows XP/Vista/7/8 and managing files & folders using Windows Explorer.

Helping YOU free up YOUR time





Spreadsheets

Complete Document Formatting can help you setup the following types of spreadsheets:

Budget Sheets, Profit & Loss Statements, Personal Budgets, Promotional Budgets, Cash Flow Forecasts, Balance Sheets, set up of Statistical Information for Graphs and Charts,

We can also help with: setup of Tables, Filters, Pivot Tables, Conditional Formatting, or with formulae you have difficulties with.





Scanning Service

Complete Document Formatting offers a scanning service where we can help you scan precious photos, logos, artwork, graphics etc.

We can also help with your OCR needs. OCR (Optical Character Recognition) is a form of scanning which turns printed documents into editable text files. Useful when your digital copy has been accidentally deleted or misplaced but you still have access to a printed copy.

Helping YOU free up YOUR time





Printing Service

Complete Document Formatting offers standard printing of all work created or submitted.

We can also print sticky labels.

All printing is via Colour & Black & White Laser Printers on standard 80gsm A4 paper. Any special size or paper requirements can be organised upon request.



Portfolio

Seeing is believing...

Sometimes telling people how good your services are is not enough. That's why we setup a portfolio page on the Complete Document Formatting website. This page showcases some of the work we've completed for some of our clients so you can get a better picture of the quality of our work. To see examples of our work visit:

www.c-d-f.com.au/Portfolio.html

Helping YOU free up YOUR time



Terms & Conditions

01. **Disclaimer:** Complete Document Formatting is not a Consultancy Service. It does not in any way advise on content of any work it is asked to complete. It is only a typing and formatting service.
02. **Onsite/Travel Charges:** Completing work onsite will incur a surcharge of \$63.25 per visit. This surcharge will be waived in the following circumstances:
 - If the work provided is due to an unexpected problem caused by **Complete Document Formatting**
 - If you are located within a 15km radius of Tullamarine (3043)
03. **Postage/Courier Costs:** The client will pay for postage or courier costs as per normal Aus Post and/or courier charges. POA.
04. **Time Charge:** A minimum of 30 minutes will be charged to the client for all work. All work is charged at Pro Rata.
05. Invoices are issued weekly or provided with completed work.
06. Payment is by cash, cheque or direct deposit.
07. Payment terms are **7 days** from date of invoice.
08. **Security:** All work completed is burnt to CD and stored separately in the clients file. If the client needs a copy of any work, a copy can be retrieved from this backup (* conditions apply). As an added security measure, at no time is completed work stored on our system. If clients prefer, all work completed can be kept at their premises instead of being stored on file.
 - * Normal File Retrieval charges apply. Refer to current price list for charge.
09. **Web Design:**
 - \$500 deposit after initial consultation/s and when given the 'all clear' to start (an invoice for the deposit will be issued and work will start when invoice is paid in full.)
 - Balance payable when site is ready to be uploaded to Host and go live (an invoice will be issued upon website being signed off as 'ok to go live'. Website will go live when invoice is paid in full.
 - Note: Site will not be uploaded to host until final balance is paid in full.
10. **Best Practice:** Please note defaults on payment will be passed onto a Debt Recovery Agency. When passed on, any commissions, debt recovery fees and legal fees will be incurred, in addition to the outstanding invoice.



Contacts

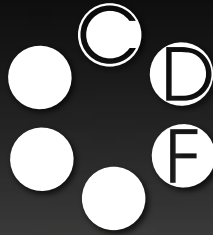
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