



# and Associates **Deb-e-Secretarial**

For e-efficient, e-economic virtual office support

**DON'T SWEAT THE SMALL STUFF**  
**LET DEB-E-SECRETARIAL & ASSOCIATES**  
**DO IT FOR YOU**

**WHY? Ask yourself these questions:**

- Do you have the time or expertise to get the job done?
- Can you afford a full-time secretary, their wages, holiday pay, sick pay and superannuation?
- Do you have the extra office space and equipment needed for a new employee?
- Can you afford the costs involved with training only to have them leave six months later?
- Can you afford to pay high agency fees?

**No? Adhoc or Full-time, Hire Deb-e-Secretarial &  
Save Money, Time and Stress**

**WHO are we?**

Having had over 20 years experience as a Personal Assistant, Debbie Corlet is well equipped to lead a team of Virtual Assistants who offer a wide range of specialist services to complement any business. What does that mean to you?

**A One-Stop-VA-Shop Offering Full Support You Can Rely On  
As & When You Need It, As Often As You Need It**

**WHAT do we offer?**

Snapshot of our services:

- Virtual PA Services
- General Admin Services
- Transcription
- Presentations
- Design
- Spreadsheets
- Database Management
- Websites



**HOW do we operate?**

Remotely using the internet, email, fax, disk/CD, Dictaphone tapes (or digitally via the internet), phone, post, courier and if necessary collection/delivery.

**Successful Businesses Outsource**

**WHEN are we available?**

As and when you need us (after hours by appointment).

**WHERE can you reach us?**

**Contact Debbie Corlet, owner of Deb-e-Secretarial & Associates**

**Ph: 02 4648 3708**  
**Fax: 02 4648 3703**  
**Mob: 0410 493 186**

**[www.deb-e-secretarial.com.au](http://www.deb-e-secretarial.com.au)**  
**[admin@deb-e-secretarial.com.au](mailto:admin@deb-e-secretarial.com.au)**

**Deb-e-Secretarial (Since 2004)**