

Count on Assist-Pro Transcription & More

Whether you need help in a solo enterprise or your current staff needs assistance, Assist-Pro Transcription & More offers reliable, accurate, and confidential services you can depend on.



Visit www.assist-pro.com

For more information

**Assist-Pro
Transcription & More
“Your World at My Fingertips”**

PO Box 769
Dixon, MO 65459

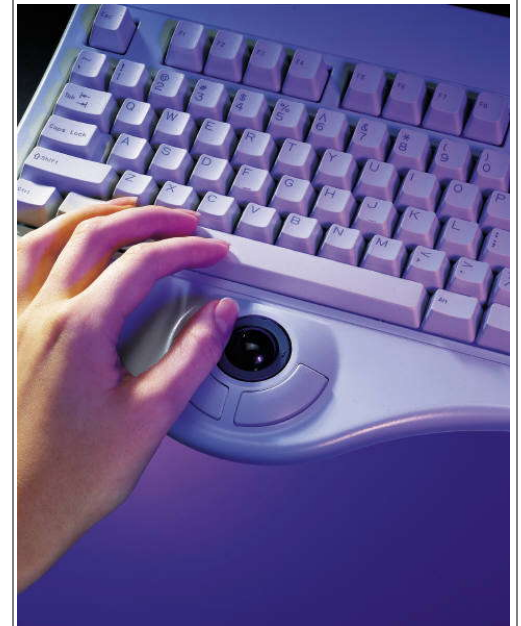
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**Services For:
Entrepreneurs
Coaches, Authors & Speakers
Small Businesses**

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**Assist-Pro
Transcription Services**
"Your World at My Fingertips"

Assist-Pro Transcription Services specializes in providing remote of-fice support via phone, fax, and the internet for entrepreneurs and small business who need document preparation.

Assist-Pro Services

Transcription

- Business transcription
- Digital and microcassette files
- Verbatim or edited

Other Services

- Writing/Editing/Proofing
- EBook design
- Word processing
- Business forms design
- File conversion: PDF and OCR
- Ghost writing



Assist-Pro Technology

Assist-Pro uses state-of-the-art computers with broadband internet connection and Norton Virus and Spyware protection. All files are backed up on external hard drives and online by Carbonite. Software includes Microsoft Office Professional 2007, Start Stop transcription software, PDF Creator, OCR, WinZip Professional, and WS FTP Professional. We accept e-checks and credit cards and also offer a toll-free fax number.

The Assist-Pro Advantage

When you contract with Assist-Pro Transcription Services, you will partner with a company that is dedicated to you and your business. With Assist-Pro:

- You will work with an office professional who can be available outside of normal business hours.
- You will not have to pay employee benefits or taxes, and you will pay only for time worked.
- You will not have to provide office space or equipment.
- Fees paid to Assist-Pro are fully deductible as an expense for income tax purposes.

Help is just a phone call away.



Contact Assist-Pro today.
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