



1. BACKGROUND

Ordered Chaos can provide secretarial services from basic typing and document support to formatting and documents finalisation of all sizes. We can also provide services for retrieval and conversion of files (either hard copy or electronic) to documents and template creation.

2. FORMATTING AND FINALISATION OF DOCUMENTS

Ordered Chaos can assist you with all your formatting and document finalisation requirements.

- ☞ Typing and editing of documents.
- ☞ Mail merge and/or mailing labels.
- ☞ Formatting and finalisation of documents. Ensuring company branding is followed and laid out correctly and formatting is correct. Items such as; Heading, headers and footers, page layout, table of contents, appendix/addendums, title pages etc.
- ☞ Merging compilation of PDF files into one document. Adaptation of file for preferred use and size. i.e. small file for emailing, larger file for better printing.

3. RETRIEVAL AND CONVERSION SERVICES

Need documents created from typed hard copies or other electronic files? Then we can provide you with this service. Most typed documents can be scanned, rotated, aligned and converted to working text documents for you to use. Send them through and we can quote on conversion costs for you.

4. TEMPLATE CREATION

Please refer to [Microsoft Office Template Creation](#) services flyer on the website.