

## Working and Learning

Along with this newsletter, you will receive a seminar notice – see our seminars.htm page for more! You'll note that I am presenting at one of these – all the speakers involved are members of National Speakers Association and very dedicated to their profession – and extremely knowledgeable. Read through the information presented – if there is a topic there of interest to you, please do book and come along!

## Radio Interview

In February Gavin Wood of 3AK, who was keen to hear about our secretarial network and how we operate, interviewed me. He dubbed us 'Melbourne's biggest typing pool' and I was quick to remind him we stretch much farther than Melbourne. It was a good interview and I now have a copy of it on tape. He has asked me to come back - his program is during 'drive time' late each day, and his Business Show is on Thursdays - I'll let you know when the next one will take place.



*Now providing services in 17 languages, the team at "A Clayton's Secretary" look forward to assisting you in your business needs!*



We welcome the new members who have joined our ranks since January:

**Heather Walters**, Chirnside Park, Vic, [heatherjoys@optushome.com.au](mailto:heatherjoys@optushome.com.au)  
**Lorena Vergara**, Hillsdale, NSW, [e\\_secretary26@hotmail.com](mailto:e_secretary26@hotmail.com)  
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**Lorraine James**, Vermont, Vic, [pljames@optusnet.com.au](mailto:pljames@optusnet.com.au)  
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**Denise Abboud**, Guildford, NSW, [djabboud@optusnet.com.au](mailto:djabboud@optusnet.com.au)  
**Sylvia Adova**, Moonee Ponds, Vic, [info@caionet.com.au](mailto:info@caionet.com.au)  
**Tracey Earle**, Lysterfield, Vic, [tracey-earle@bigpond.com](mailto:tracey-earle@bigpond.com)  
**Bibby Yow**, Sutherland, NSW, [virtualoffice@start.com.au](mailto:virtualoffice@start.com.au)

*Members may charge differently as they are independent contractors. Some specialise in medical/legal transcriptions, bookkeeping, or Internet based work and have varying backgrounds of experience.*

## Did you know???

...that we provide transcription support in 5 different ways:

1. micro audio tape
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3. standard audio tape
4. digital audio (via email)
5. dictation – either by phone or in person.

Many medical and legal practitioners need this kind of support, and there are professionals in other industries also.

Please feel free to search our website for suitable support, or contact this office direct for assistance!

## Looking for help?

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## What our customers are saying:

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Michael Grose  
[www.Parentingideas.com.au](http://www.Parentingideas.com.au)

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*Kathie M. Thomas*

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## Web Links

### Awards

[www.achiever.com.au](http://www.achiever.com.au)  
[www.businessawardsaus.com](http://www.businessawardsaus.com)

### Bridgeworks

[www.waynedyson.com](http://www.waynedyson.com)

### Creative Celebrations

[www.creativecelebrations.com.au](http://www.creativecelebrations.com.au)

### Guerrilla Marketing

[www.guerrillamarketing.com.au](http://www.guerrillamarketing.com.au)

### Hampering Around

[www.hamperingaround.com.au](http://www.hamperingaround.com.au)

### JewishAustralia

[www.jewishaustralia.com](http://www.jewishaustralia.com)

### Networks:

**For a list of networks in**

**Melbourne go to**

[www.whats-on-in-town.com](http://www.whats-on-in-town.com)

[www.bni.com.au](http://www.bni.com.au)

### Small Business Support

[www.homebusinessmanual.com.au](http://www.homebusinessmanual.com.au)

[www.mbn.com.au](http://www.mbn.com.au)

[www.soho-life.com](http://www.soho-life.com)

### The Image Centre

[www.theimagecentre.com.au](http://www.theimagecentre.com.au)

### The Office Organiser

[www.office-organiser.com.au](http://www.office-organiser.com.au)

### The Ultimate Gift Experience

[www.ultgiftexp.com.au](http://www.ultgiftexp.com.au)

### Travel Solutions

[www.travelsolutions.com.au](http://www.travelsolutions.com.au)

### Universal Currency Converter

[www.xe.net/ucc](http://www.xe.net/ucc)

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**All prices are GST inclusive in Australian Dollars**

If something you require is not listed here, please do give me a call and I will source it for you. Further information about 'A Clayton's Secretary'® can be obtained through the web page address listed at the top of this page. Rates for clients outside of Australia are ex GST (Goods & Services Tax = Base + 10%).