



# "A Clayton's Secretary"®

Secretarial Support with Virtual Assistants

(The Secretary you need when you haven't got a Secretary) est. March 1994

## ACS News December 2002

The regular newsletter for ACS contacts

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Please note that spammers have recently begun forging our address - we do NOT send spam.

### Award Winning

You may be aware that there are many business awards available today – many in this country, and some overseas. Have you sought for ways to promote your business without a high-cost factor? Are you proud of your business and what you have achieved? Do you think it would be worthy of an award?

If 'yes' is the answer to all of the questions above, then your answer is to seek out awards for which your business might be eligible.

No matter the type of business you run, you would most likely find an award process available for which you could apply. Some awards require you to be nominated, others you can apply for, or self-nominate. Some will have an application fee, others won't. Most will require you to fill out paperwork, selling your business to the judges – but not all awards require this either. Some have people voting for you – online!

Winning an award offers all sorts of promotional opportunities. Generally the organisers are seeking to promote what they do, and the presentation of awards means media exposure, press releases, newspaper and magazine articles, photos, interviews, and possibly radio and TV. What great exposure for your business!!!

How do you find these awards? Often they are advertised in major and local newspapers, in business magazines, through professional and industry associations and on the web. I host and maintain a website dedicated to providing information on awards designed for small business. The website address is [www.businessawardsaus.com](http://www.businessawardsaus.com). If you know of any awards that could/should be listed, please do let me know so that I can add the information. Details I need are: Name of award, closing date for application, date of presentation, web address and/or other contact details and anything else that might be useful.

**Merry  
Christmas**

### Web Watch

The following sites may provide interest to you and assist in the operation of your business and/or personal development.

#### Entrepreneur Quiz – do you have what it takes?

<http://www.e-magnify.com/envision/quiz.asp>

#### Are you ready to start a business?

<http://www.homebusinessmanual.com.au/starting/quiz.html>

If you are interested in import/export, perhaps doing business with people overseas, you might be interested in reading Austrade's magazine at [www.atcmagazine.com](http://www.atcmagazine.com).

The Christmas season is almost upon us!

I would like to wish you all a Merry and safe Christmas, and a Happy New Year.

Make sure you do get some rest time and enjoy a holiday period if possible. I am

going away for several days with my husband – a rarity and something I'm looking forward to in January. However, our team will still be operating and you are free to visit our website to find suitable support – even during the holiday period!

*If you are in Victoria and would like to see a Christmas Musical, why not come to Heatherton Christian Resource Centre on **Saturday 7<sup>th</sup> December**, 7.00pm to see **And It Came To Pass?** 316-322 Kingston Road, Heatherton – it's free!*

Have a great month everyone.

*Kathie*

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

**Heidi Grinbergs, Vic,** [heidigr@satlink.com.au](mailto:heidigr@satlink.com.au)

**Jodie Kain, Vic,** [jmksecretarial@bigpond.com](mailto:jmksecretarial@bigpond.com)

**Lisa Humphries, QLD,** [lmhumphries@optusnet.com.au](mailto:lmhumphries@optusnet.com.au)

**Michelle Anderson, SA,** [theateam@chariot.net.au](mailto:theateam@chariot.net.au)

**Natalia Paine, Vic,** [jerrysfamily@bigpond.com](mailto:jerrysfamily@bigpond.com)

**Daniela Briganti, Vic,** [dbriganti@alphalink.com.au](mailto:dbriganti@alphalink.com.au)

*Each secretary has a minimum 5 years experience. Their resumes are kept on file should a client require to view them. They are also encouraged to continually update their skills and apply for the accreditation program we have available to them. 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.*



## Useful Web Links

### Awards

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

### Bridgeworks

[www.bridgeworks.biz](http://www.bridgeworks.biz)

### Creative Celebrations

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

### Guerrilla Marketing

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

### Seminars

[www.asecretary.com.au/seminars.htm](http://www.asecretary.com.au/seminars.htm)

### 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 Australian Image Company

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

### 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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My email address is:

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## STOP PRESS

ANNOUNCING.....On 30<sup>th</sup> October:

- **3 TIMES AWARD WINNER:**

2002 Highly Commended MBN Established Business, Victoria

2002 MBN Virtual Business Award Winner, Victoria

2002 MBN Ambassador of the Year

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Word-processing	\$30.80 per hour	Laminating	\$4.40 A4 size
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Desktop Publishing	\$44.00 per hour	Local	\$1.10
Database design & maintenance	\$49.50 per hour	STD	\$5.50
Colour printing	\$ 3.30 per item	<b>Scanning</b>	
O/H Film	\$ 2.20 per item	Image - graphics - per graphic on disk	\$2.75 for first 5 pgs
<b>Internet:</b>		OCR (Character recognition)	\$16.50 minimum
Research on the Internet	\$33.00 per hour	<b>Training</b>	
Send email	\$ 2.20 with text	Use of computer and software	\$55.00 per hour
Design, publish and register	\$825.00 (8 pages )	<b>Event Management</b>	
Website with search engines		Flyers prepared, registrations handled,	POA
Webpage maintenance	\$ 66.00 per hour	bookings made, registration desk, etc.	

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

Our team offer many more services than listed above. 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%). **Prices to December 2002.**