

## Typing Services

Typing services are listed below. If you do not see what you need, please contact us and we will try to accommodate you.

Please see our rates and packages or FAQ section for further information. We look forward to transcribing for you.

Your word to document solution. We are a full time service offering transcription services and straight copy typing services. We provide transcription service from digital audio, standard cassette, micro-cassette and straight copy typing via fax, email, upload, U.S. Mail. Straight Copy Typing Services

Your document will be returned to you in the format of your choice (Microsoft Word Document, Rich Text Format, or Word Perfect Document) and is charged on a per-page basis. Please see our rates and packages for more details.

**Book Reports:** The requirements, complexity, and completion of your book report may vary in time and degree depending on your teacher's expectations. YVT is ready to assist you in making your book report a success story for both you and your professor.

**Business Letters:** Communicating in a business letter, memo, email, or fax to an organization, client or other external parties, can bring forth a prosperous return in building business relationships and future business goals. YVT embraces the importance of accuracy, precision and quick turnaround time to meet your deadlines.

**College Papers:** The requirements and demands for term papers, presentations, and reports, stretch the college student's time and energy to the max. Let YVT take some of the load off your shoulders, by offering you with an exceptional and quick way to eliminate some of the workload for you.

**Conferences:** Meetings used to bring about change through the exchange of views or to discuss important issues necessary to help others and reach important goals. YVT desires to collaborate with you in your endeavor of Business Conferences, Conference Calls, Conference Room, News Conference, etc.

**Contracts:** Presenting legal forms and agreements to identify the fundamental elements of a proposed agreement are necessary between the contracting parties. YVT would like to make your bargaining tool clear, concise and returned to you in record time.

**Dissertations:** Your presentation needs to be thorough, formal and a lengthy exposition of your point of view as a requirement for an academic degree or the result of your research findings. YVT is ready to complement your work by giving you A+ satisfaction and quick turnaround time.

**Documentaries:** Are factual presentations of an authentic story, a situation, or an event that has a purpose or a theme, as well as a statement to make. YVT is ready to make a statement through careful, deliberate transcription service and a quick turnaround time to meet your deadlines.

**Focus Groups:** Opinions and emotional responses to a particular subject or area, from individuals selected for this task are necessary for market research or political matters. YVT is ready and able assist you in transcribing your area of interest.

**General Correspondence:** Communicating with others and receiving information from others keeps relationships open and successful. YVT would like to offer our transcription services to make your correspondence an easy and smooth transaction.

**Homework Assignments:** Are given either by your teachers or professors in order help you achieve the requirements necessary to either pass or graduate. YVT can take some of the stress off you by typing your assignment to make it flow and flawless.

**Inquiries:** Gathering information to convey the truth of a matter requires knowledge, data, or truth. YVT understands the accuracy, confidentiality and precision required for this job and we are ready to assist you. Making material ready for the public to follow and implement is a time consuming but rewarding job. Let YVT transcribe your instructional material to your guaranteed satisfaction.

**Interviews:** Conducting an interview and gathering objective and accurate data requires a structured process to reach

your organization's goals with great success. YVT would like to transcribe your data in a professional and accurate manner as well as guarantee prompt service.

Plus, so much more...