

Tempnet Business Solutions



Outsource your administrative and other business support requirements to Tempnet Business Solutions and concentrate on what matters most – growing your business.

Our aim at Tempnet Business Solutions is to provide a comprehensive range of business support services to small and home-based businesses, busy executives, contractors, consultants and individuals.

There is no need for you to worry about more office space, equipment or specialised staff to complete your projects. We will take care of your requirements from our office conveniently located on Sydney's Northern Beaches.

Our team can provide you with a wealth of skills, as well as a commitment to professionalism, quality and confidentiality for all projects we undertake. No job is too small – whether you simply require a one page letter to be typed or a whole report, we would be happy to hear from you.

Work can be arranged by telephone, e-mail, fax or a personal visit to our offices to discuss your requirements in more detail. As an additional service, Tempnet Business Solutions can organise to collect and deliver assignments, on request.

A Comprehensive Range of Business Support Services

- ✓ Copy Typing
- ✓ Dictaphone Typing
- ✓ Letters & Reports, including Legal & Medical
- ✓ Essays & Theses
- ✓ Excel Spreadsheets
- ✓ PowerPoint Presentations
- ✓ Desktop Publishing
- ✓ Data Entry
- ✓ Database Management
- ✓ Telemarketing
- ✓ Résumé Consultations / Résumé Presentations
- ✓ Mail Outs and Fulfilment
- ✓ Scanning and Emailing
- ✓ Printing and Photocopying: Black & White or Colour
- ✓ Serviced Offices
- ✓ Meeting Room for Hire



Tempnet Business Solutions (A division of Tempnet Personnel Placement Pty Ltd.)
MVB, 19/90 Mona Vale Rd, Mona Vale, NSW 2103
Ph: 02 9997 7777 Fax: 02 9997 5641 Email: tempnet@tempnet.com.au

Our Office Is Your Office