



**Tailor-made secretarial services: added value!**

*After a solid experience in executive management and sales administration (15 years) with an American company, I decided to create my own business **ADOM TÉLÉSECRETARIAT** Remote Secretarial Service, which will soon reach 20 years of age!*

*With my team, we provide a **personal service** designed for each client. Passionate about my profession, I am always ready to listen, available, dynamic, meticulous, organised, and working hard to provide a top-quality service. Our services are made-to-measure for our precious clients... because each **client is unique!***

***I am here to help you with your daily administration. My aim is to give you time to focus on your business. I become part of your team... but outsourced.***

**Dominique Guiavarch**

Founder of ADOM TÉLÉSECRETARIAT  
(REMOTE SECRETARIAL SERVICE)

## WHAT YOU GAIN WITH ADOM REMOTE SECRETARIAL SERVICE

**Tailor-made secretarial services**

- 35 years of experience in secretarial work and support

**A real partner**

- We manage all your company's administrative expenses.
- We relieve you of the tasks involved in organising your workforce.
- We are part of your team... but outsourced.

**Availability**

- "Tailor-made" secretarial services, the solution for your occasional urgencies
- Close at hand, highly reactive, dealing with emergencies

**Economy**

- You only pay for work done!
- You pay for a RESULT, at the right price!

**Simplicity**

- 1 Phone number
- 1 Fax number
- 1 E-mail

**Guarantees**

- Quotes calculated on your requirements (price and deadlines agreed in advance with the contract)
- Privacy Policy

**Flexibility**

- Partial or full outsourcing of your secretarial work, planned to suit you
- Direct intervention on your server or PC to solve problems

**International support**

- English spoken currently



**ADOM SECRETARIAL SERVICE:** the outsourced secretary! Your personal secretary, ideal for small and medium-sized businesses, the independent professions, project managers, etc.

## **OUR SECRETARIAL SERVICES**

### **Updating and Managing Files**

- Preparing quotes, invoices, letters, business meeting reports
- Updating Excel database files
- Formatting and preparing technical, commercial documentation and specifications
- Preparing tables, creating graphs
- Mailings or advertising material
- PDF document conversion into Word for modifications and formatting
- Power Point

### **Telephone Hotline**

- Your PERSONAL hotline service with simultaneous transmission of messages
- Calls can be taken in English if your contacts are not French
- Prices per call or by monthly price package (you choose)
- Managing business diaries and making appointments

### **Computerisation of your documents**

- Scanning and archiving your files
- Scanning of all types of document: invoices, quotes, letters, etc.

### **Creation of Acrobat PDF files from your documents**

- Scanning of big A4 documents for conversion into PDF

## **TRANSLATION SERVICE**

- ADOM REMOTE SECRETARIAL SERVICE works with a team of professional translators, and can translate documents in all languages (German, English, Spanish, Japanese, Czech, Russian, etc.).
- Top quality translations of your commercial or technical documents at an affordable price



## **BUSINESS ADDRESS**

Officially approved provider of business addresses

### **Documents required for establishing a business address contract:**

- The manager's identity papers
- Postal proxy made out to us
- Bank account details
- K-BIS or L-BIS extract (legal business registration) giving the address:
- "At ADOM TÉLÉSECRETARIAT 5 impasse de l'Ourcq, 78310 Maurepas"
- Proof of the manager's residence and copy of the manager's electricity / telecom invoice
- Copy of the company's statutes

With the business address service, you get:

- A legal address for your head office
- An address to put on all your commercial documents
- Full-time reception: Monday to Thursday from 9:00 to 18:00 and Friday from 9:00 to 16:00
- Meeting rooms available at an hourly rate (free Wi-Fi)
- Receiving and preparation of mail
- Receiving parcels and legal documents by proxy
- Access to ADOM REMOTE SECRETARIAL SERVICE: photocopies, fax and office services
- Receiving and forwarding mail twice a week (+ postage)
- No provision of projection equipment

## **SMALL MEETING ROOMS FOR HIRE**

- Only 5.5 km from Saint-Quentin-en-Yvelines, and 14 km from Versailles, ADOM REMOTE SECRETARIAL SERVICE has small meeting rooms for hire with paperboard and free Wi-Fi.
- Prices per hour, half day or full day
- Booked simply by call and subject to availability