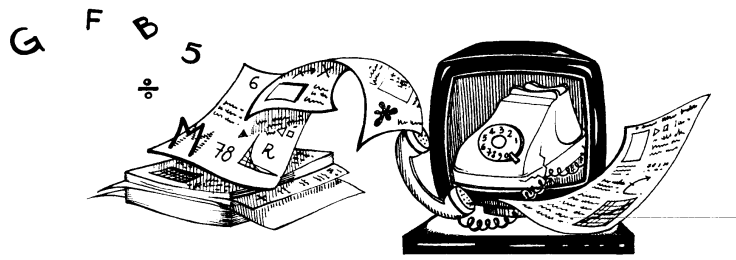


TELEDOC - Teleprocessing Service by Doc-a-Ware



A new life to your everyday documents !

Professional editing and communication skills available on demand at your desk

If you wish

An ad-hoc and fast service on demand allowing you to save money and time...

- ☺ To **highlight the quality of your documents**:
 - ◆ making communication within your company more efficient and incisive
 - ◆ disseminating your message in a dynamic and smart way
- ☺ To **optimize your technical, mission and meeting reports**, to prepare presentations and slides taking the best care of their :
 - ◆ *content*
 - ◆ *layout and outward aspect*
 - ◆ *language*
 - ◆ *logic and semantic*
- ☺ To have your meeting and mission notes **typed and organized**
- ☺ To **translate your documents** into the main European languages or simply check the grammar and syntax
- ☺ To obtain **professional figures, tables, graphics and equations**

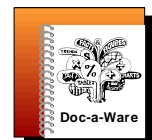
We offer

A personalized document teleprocessing service **NEW, strategic, flexible and**

- ☺ Professional lay-out and style
- ☺ **Organization and structuring** of your texts suited to your Word Processor
- ☺ **Visual and linguistic enhancement** of key information. A solution for obscure constructions, poor intelligibility and lack of text organization
- ☺ **Coherent indexes, references and glosses** for a rapid and intelligent access to data
- ☺ **Remote editing and processing** of your draft notes and sketches
- ☺ **Language services**: translations, linguistic and semantic revision (spelling errors, coherence in the use of symbols, references, initials, titles, etc.)
- ☺ **Qualified graphic support** (creation of figures, tables, equations and graphics for your Word Processor)

How ?

Just filling in a form and pressing a button !






Aware of the Importance
of Documenting

No new and strange programmes to learn, no complex procedures to remember !

The documents exchange is easy, fast and effortless:

You just have to fill in a form and press a button on your PC keyboard.

The service includes:

-  Document sending and receiving in the Word Processor format via E-Mail
-  Prompt cost and time estimation and on line consultation.
-  Delivery of the document in the electronic format. Time guaranteed.

The service can also provide you with E-mail and Modem connection

