# Midnite Publishing

We Excel in Providing Top Quality
Services to Ensure That Clients
Can Operate At Maximum Efficiency

# Problems

- Various staff on vacation or sick leave?
- Rush jobs are putting staff behind?
- Time-intensive long documents uncompleted?
- Inconsistent formatting in technical papers?
- Need more software of hardware for job?
- Staff requires basic or brush-up tutoring?

# Services

- Word Processing
- Resumes
- Desktop Publishing
- Transcription
- Web Design
- Training

*One Stop For All Your Office Projects!*

# Word Processing

- Letters
- Long or Technical Documents
- Forms
- Mail Merge
- Databases
- Spreadsheets

# Resumes

- Personalized and Professional
- Chronological or Functional
- Cover Letter and References included
- Work can be done through fax, email, and/or personal appointment

# Desktop Publishing

- Logos
- Business Cards & Letterhead
- Typesetting
- Marketing Packets
- PowerPoint Presentations
- Invoices
- Flyers and Brochures
- Catalogs, Newsletters, and Ads

# Transcription

- Technical

- Legal

- Medical

- Transcribe All Size Tapes and CDs

# Web Design

- Affordable Quality Web Sites
- Designed for Home or Business
- HTML
- Flash
- CGI Script
- JavaScript

# Training

- Basic Word Processing
- Computer Graphics
- Desktop Publishing
- Specialized Short Brush-up Lessons

# Extra Services

- Free Pick Up and Delivery

- PC or Macintosh

- Adobe Acrobat Conversion

- Printers: Color or Black/White Laser; Dye Sublimation

- CD Creation and Copying