

# Sub-Contractor Application

First Name	Last Name	Company	
Address		City	State
Work Phone	Home Phone	Cell Phone	
Fax	email	website	

**Please check all the software packages you have the strongest skills in.**

MS Office Suite	Other Software Titles	Operating System	Internet Connection
<input type="checkbox"/> Access <input type="checkbox"/> Excel <input type="checkbox"/> FrontPage <input type="checkbox"/> Outlook <input type="checkbox"/> Picture It <input type="checkbox"/> PowerPoint <input type="checkbox"/> Project <input type="checkbox"/> Publisher <input type="checkbox"/> Word	<input type="checkbox"/> Act! <input type="checkbox"/> Adobe Acrobat 5.0 <input type="checkbox"/> Adobe Framemaker <input type="checkbox"/> Adobe Illustrator <input type="checkbox"/> Adobe Photoshop <input type="checkbox"/> Dreamweaver <input type="checkbox"/> Lotus Notes <input type="checkbox"/> Quark Express <input type="checkbox"/> QuickBooks <input type="checkbox"/> WordPerfect	<input type="checkbox"/> Windows 95/98 <input type="checkbox"/> Windows 2000 <input type="checkbox"/> Windows 2002 <input type="checkbox"/> Windows 2003 <input type="checkbox"/> Windows XP <input type="checkbox"/> Windows ME	<input type="checkbox"/> Cable <input type="checkbox"/> DSL <input type="checkbox"/> Modem 56k <input type="checkbox"/> Other <hr style="width: 100%;"/>

**Are you a transcriptionist?**

**If yes, please check the type(s) of transcription you have experience in**

General   
  Legal   
  Medical

**Check all that apply:**

.wav file  
 Dial-in  
 Mini/Micro Cassette  
 Standard Cassette  
 Voice Recognition

**What is your typing speed?**

**What are your strongest skills?**

**What are your weakest skills?**

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**Which statement best describes your interest with Alternate Office Solutions?**

<input type="checkbox"/>	I am looking to start my own business as a Virtual Assistant and want to sub-contract with others in this field as well.
<input type="checkbox"/>	I just want to strictly work as a sub-contractor and am not interested in being in business for myself.
<input type="checkbox"/>	I'm just looking for information on how to get started in the business.
<input type="checkbox"/>	I want to sub-contract for several different businesses.

**Please submit your resume and 3 business references along with this application.**