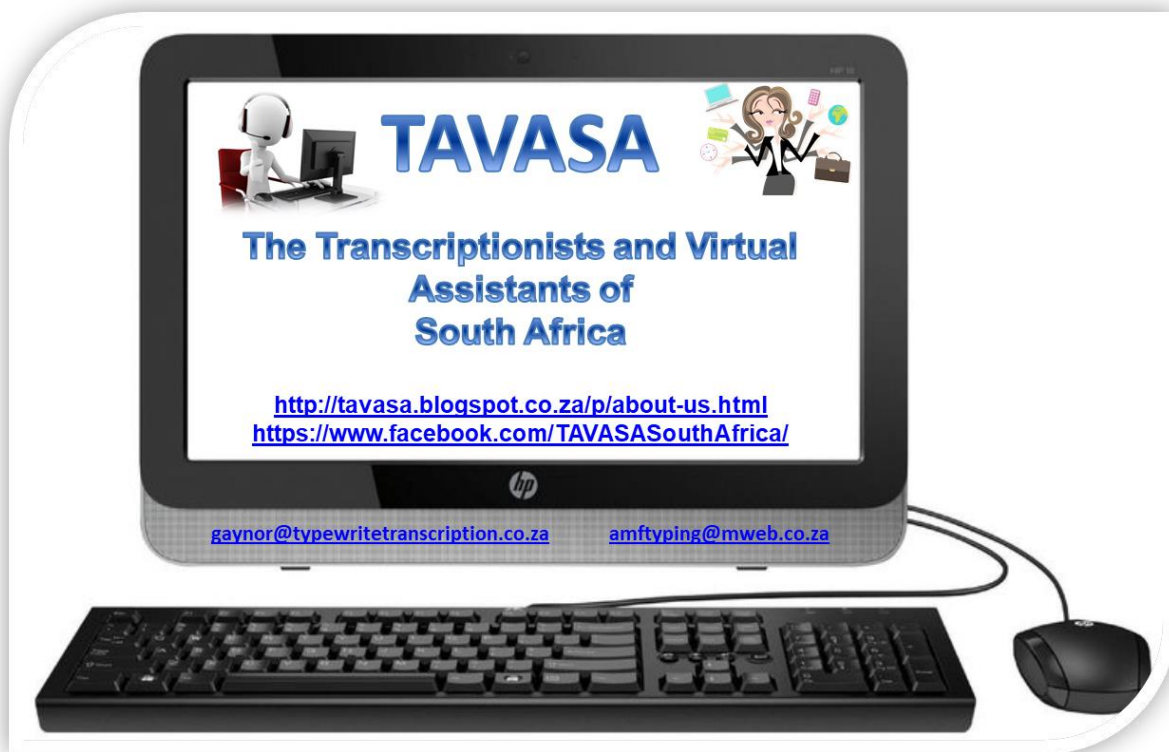


# TAVASA

## The Transcriptionists and Virtual Assistants of South Africa



Blog: [www.tavasa.blogspot.com](http://www.tavasa.blogspot.com)

Emails: [gaynor@typewritetranscription.co.za](mailto:gaynor@typewritetranscription.co.za) or [amftyping@mweb.co.za](mailto:amftyping@mweb.co.za)

Our group was founded 8th August 2008 by Gaynor Paynter from Typewrite Transcription and Typing Services cc, Cell: +27834424689, Web: [www.typewritetranscription.co.za](http://www.typewritetranscription.co.za) and Alison Fourie from AMF Typing Services cc, Cell: +270828713452, Web: [www.amftyping.co.za](http://www.amftyping.co.za). Tavasa was formed as there was a need for a support group within South Africa.

Please note we are not a recruitment company, It is up to individual Virtual Assistants and Transcriptionists to find their own work and clients.

- We provide support for people in our industries
- We bring together a group of professionals who can support each other
- We advertise job leads and subcontractor positions on the Tavasa forum, you are welcome to apply
- We share our VA and Transcription knowledge with you

### **Tavasa Email Forum**

Because we like to have immediate access to queries that arise from our members, and because many people in South Africa still find it easier to access email on a regular basis as opposed to accessing an internet browser regularly, our main means of communication is an yahoo group online, email discussion forum, and you can join our group at <https://groups.yahoo.com/neo/groups/tavasa/info> **free membership**.

- Our aim is to promote the Transcriptionists and Virtual Assistants industry within South Africa.
- To guide new Transcriptionists and Virtual Assistants to set up their businesses within the industry.

You will feel by belonging to our forum you have now joined the South Africa family of VAs and Transcriptionists within South Africa. All questions are welcome and we would love you to participate and meet everyone. No questions are too stupid to ask as there will always be someone wanting to ask that question. Join us. Send us an introduction email telling everyone what you do, if you are married or single, have children, what services you offer, how you feel about working from home, you will get lots of response saying welcome, our team is very friendly.

### **Ebooks for sale:**

- **Transcription Ebook** for sale R130.00 is packed with everything you need to know about working from home as a transcriptionist in South Africa. <https://typewritetranscription.co.za/e-book/>  
Conveniently purchase over the [internet / email](#).  
I started out as a transcriptionist in 2005 and I've included everything I've learned along the way that I wish someone had told me. It's an essential resource for transcriptionists starting out and for those who just want to brush up on their business skills. Contact: [gaynor@typewritetranscription.co.za](mailto:gaynor@typewritetranscription.co.za) to place your order today.
- **VA Handbook** for sale R130.00, explaining all about starting up a VA business within SA. This handbooks content includes marketing, networking, prices/rates, business plan details/info. Just send an email to [amftyping@mweb.co.za](mailto:amftyping@mweb.co.za), requesting the guide and I will

then forward you an invoice, on receipt of your payment, I will forward your Guide to you via email, it is a PDF document. This Guide is updated on a continual basis.

I hope the information above is helpful to you. If you have any comments please let me know.

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Emails: [gaynor@typewritetranscription.co.za](mailto:gaynor@typewritetranscription.co.za) or [amftyping@mweb.co.za](mailto:amftyping@mweb.co.za)

