

## Testimonials: Irene Boston of IB Secretarial Services

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### Given by: Project Manager, Jordan UK

*"We used Irene Boston's services on a long term project transcribing handwritten diaries. We found her to be professional, literate and efficient, producing an excellent quality of work and always adhering to deadlines. Irene understood the brief straight away even though it was by no means straightforward and was always willing to help out when pages were needed in a hurry. I knew, from the beginning of our working relationship, that to Irene the word "confidential" meant just that, and of course to me and my client that was extremely important.*

*Her knowledge of a diverse range of subjects was a major contributing factor to the excellence of the work. This meant that many of the literary and linguistic allusions from the diaries were understood and attributed correctly. I couldn't have received this service from an "ordinary" secretarial bureau."*

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### Given by: Media Arts Projects

*"The transcription task we needed doing was quite unusual; a two-hour poetic commentary of a dance performance, and unfortunately the quality of our recording was quite poor. Irene did a fantastic job, listening with care and managing to transcribe difficult vocabulary and turns of phrase. She kept us informed of progress throughout, clearly negotiating costs and making sure our expectations were realistic in advance of doing the work. As a small arts organisation with limited budgets this was very important to us. We felt we got excellent value for money and a very high quality transcription."*

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### Given by: M.H. Telemarketing

*"We have utilized the various services of Irene Boston (IBSS), regularly over the past five years. She has always proved to be very efficient, knowledgeable, and cost effective, and is an extremely useful ally in today's business world."*

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### Given by: Complexity Research Group, LSE

*"Irene Boston has been working with the LSE Complexity Research Group for 4 years. She transcribes all our taped research interviews, workshops and other meetings. She is accurate yet quick and has always responded when we have needed something in a hurry. The layout is easy to work with and the speakers are identified as precisely as the*

*recording allows. When she is in doubt she consults with us instead of going ahead with something that we may not want. She has worked closely with us and has learned our ways of working very quickly. Irene is very thoughtful and lets us know well in advance if she is taking a holiday. Overall we have been very happy with her work. Over the years the Group has used several transcribers and I can say with confidence that Irene's work has been the most accurate and reliable."*

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**Given by: Business and Personal Coach**

*"Irene Boston has provided my business with editing and writing services for the past few years and I have found her services invaluable. She is professional, efficient and prompt with a willingness to think about my business as a whole. She has a great understanding of my writing style, making sure that each article is honed to suit the particular market it is aimed at and isn't afraid to query a particular statement and suggest improvements or additions."*

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**Given by: Author.**

*"I am very happy with the services provided by Irene Boston in connection with the book I am currently writing. The transcriptions she has supplied arrive promptly, are accurate and well laid-out, and have enabled me to progress much faster than I was doing before I got in touch with her."*

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**Given by: Chartered Occupational Psychologist & Coach**

*"I have been using Irene Boston Secretarial Services for just under a year. I wish I had found Irene earlier! The quality of service Irene provides is excellent. She has always responded flexibly to my changing deadlines. What I really value is the contribution that Irene has made to my business. Effectively, proof reading my own work can be problematic when I am working to tight deadlines. Having Irene do this for me means that I have a professional take a second look at my reports, saving me valuable time."*

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**Given by: Director Burman Associates**

*"I have had the pleasure of working with Irene Boston for fifteen years, first while she was my PA and ran the Burman office and latterly as a client of her "Virtual" service. My experience of working with Irene is wholly positive. She always and without fail does what she undertakes to do, and within the time span she estimates.*

*I have always felt completely secure in leaving her to deal with clients, suppliers and my accounts; she has never let me down. She has charm coupled with professional*

*assertiveness, an ideal combination for effective business. In practical execution she is intelligent, numerate, professional, well trained and accurate. I have every confidence in recommending her service."*

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**Given by: Student**

*"Irene has helped me so much in the last year. English is not my first language and a good standard of English language is essential for my MA studies. Although I can express myself verbally without any problem, my essays need extra attention. Her proofreading has put me in the position where I do not have to worry if I have got some English expression wrong or if my spelling was incorrect. Therefore I can concentrate on the main task of my essays leaving Irene to do a "cosmetic."*

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**Given by: BPS - Book Production Services**

*"Since IB Secretarial services have been handling my web site submissions and promotions, my business over the internet has trebled! IBSS are thorough, reliable and most of all cost effective."*

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**Given by: Director, Custard Events**

*"We employed Irene on the recommendation of one of our suppliers to raise the profile of our website. I have found her service to be efficient and informative. Irene Boston has helped us expand our presence on the World Wide Web. This in turn has increased traffic to our website and therefore increased sales enquiries. We found her service to be efficient and informative and easy to understand as she speaks plain English not 'techno jargon'. We felt our money well spent with her as we paid her by the hour and never felt 'short changed'. We can highly recommend her to small companies needing assistance with using the WWW to its full potential."*

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