

Gemeinde Bassersdorf

## Gesellschaft

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### **Bassersdorf typing service**

The typing service is a free service for all residents of Bassersdorf. We offer support in writing or reading important documents.

You can visit the typing service every Monday at Klotenerstrasse 1, 8303 Bassersdorf from 5.00 to 7.00 p.m. in the Türmli activity room (on the ground floor) without prior appointment.

#### **The typing service team will help you with**

- Explaining official letters
- Writing correspondence in German
- Filling out forms
- Writing letters, applications, CVs, resignations, etc.
- Proofreading private and official documents
- Dealing with authorities in Bassersdorf

#### **What the typing service cannot offer**

- Tasks that require social work, legal or other specialist knowledge
- Translations
- Completing tax returns
- Appeals against decisions by social services and naturalization authorities
- Searching for accommodation
- Assistance with school or university work

Your information will be treated confidentially.

The Bassersdorf typing service is offered by volunteers who work on a voluntary basis. It is run by Martin Teuscher.

Contact: [schreibdienst-bassersdorf@outlook.com](mailto:schreibdienst-bassersdorf@outlook.com)

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