



Customized Technical or Educational Manuals

Customized Manual Package (content only) call for quote

Package Includes:

- Teleconference
 - Client conference call to determine overall direction and purpose of the manual.
- Interviews
 - Interviews with client identified subject matter experts, project leadership, and other identified internal or external experts. Interviewees will be provided with customized Pre-Interview Questionnaires in order to ensure needed content is obtained during the interview. Interviews will be held via conference call and will be between 30 and 60 minutes each.
- Industry Review
 - Review of comparable industry educational materials and statistics for possible inclusion into manual.
- Internal Review
 - Review of client provided educational documentation for the product/service.
- Copy Platform Review
 - Client will be provided with an outline prior to the conference call. Conference call will discuss the content and layout of the material for the manual. Once approval for content/layout is approved, creation of the final content will begin.
- Initial Draft Review
 - Client will be provided with the Initial Draft prior to a conference call to discuss document and any needed changes to the piece. In longer pieces, each unit/module/chapter will be treated as a separate Draft Review.
- Formal Draft Review
 - Client will be provided with the Formal Draft prior to a conference call to discuss the final document with changes and any additional changes needed.
- Customized Manual Delivery
 - Content will be delivered to the client in electronic form (.pdf and/or Word 2007). Once client has taken delivery of the document, the client may make changes or distribute as needed.

Optional Services

Design and Layoutbased on designer quote

Printing/Binding.....based on printer quote