



**Newsletter Creation**

Customized Newsletter Package (content only) ..... \$100-\$200.00/pg

**Package Includes:**

- Teleconference
  - Client conference call to determine overall direction and purpose of the newsletter.
- 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.
- 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 newsletter. 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.
- 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 Layout (subcontracted) .....based on designer quote

Printing (subcontracted).....based on printer quote