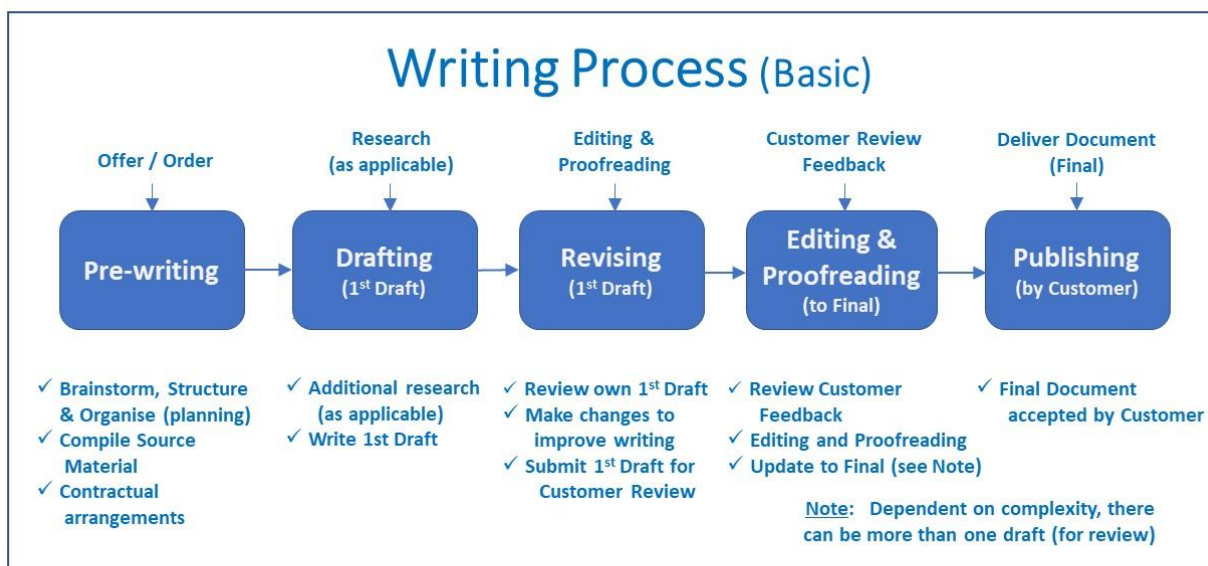


WRITING SERVICE - WHAT I DO and HOW I DO IT

All work is done in accordance with Customer requirements and source material (e.g. basic information, images, etc, required as a basis for the work). The writing is aimed to ensure the intended meaning (message) is conveyed accurately, correctly, and in a succinct manner, with the same dedicated, meticulous approach as applicable to Editing and Proofreading Services.

Dependent on the “project planning” agreed with the Customer, a draft (or number of draft’s) is provided for review by the Customer (for discussion, feedback and updating, through to Final). The following figure shows an overview of the basic Writing Process.



This basic Writing Process is tailored to suit the Customers’ needs and requirements.

During the “Revising, and Editing and Proofreading” phases, all changes are clearly indicated using MS Word “Track Changes” (for review and acceptance by the Customer). Where appropriate, “comments” are included for clarity.

General Approach to Work

Project Planning

1. In accordance with complexity of work required, brief “project planning” will be discussed and agreed with the Customer. This can address the following level of detail:
 - a. Scope of work (including Price – Estimated or Fixed);



- b. Schedule – Estimated or Fixed (including Progress and Payment Schedule);
 - c. Work approach, including number of “Drafts” and document “Reviews” (through to Final);
 - d. Deliverables; and
 - e. Formats and Handling arrangements (including provision of “source material” by the Customer).
2. Work is progressed in accordance with the “project planning” agreed with the Customer, with regular updates on progress (frequency as agreed).

Document Formats and Handling

1. Work is done primarily with Microsoft® Word “document” files. Special arrangements can be considered outside of this preference (on per job basis).
2. Being mainly an online business, document files are transferred electronically via the Internet. Special arrangements can be considered outside of this preference (on per job basis).

Contact

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