

BCG Quick Work Fact Sheet

## One to Three Page Edit Service

The BCG One to Three Page Edit Service offers an editorial review of your business document that will make sure your writing sounds professional. What's more, this valuable editing service comes at a great price: \$99.

### What We Do

We provide an editorial review of any business document or article up to three pages in length: a press release, letter, memo, short report, backgrounder, flyer, website narrative (home page and up to two interior pages such as "Who We Are," and "Services,"), newsletter or magazine article, etc.

### How It Works

You send us:

- The document draft as a Word or plain text file.
- The location where you want us to send the edited version, such as an e-mail address.
- \$99 payable by check or PayPal.

Then we'll send you a confirmation and estimated completion date for sending the revised document—generally within two business days.

### What You Get

Your review will include:

1. Grammar, punctuation, tone, and other basics.
2. Clarity, flow, redundancies, parallel construction (i.e., making sure that the document is readable, clear, concise, user-friendly, etc.).
3. Format/organizational issues, insertion (or deletion) of bullets where needed, recommendations for graphic elements or sidebars to help with the presentation, etc.

### If You'd Like More

If you need more in-depth editing on other pages for the same document or an editorial review of another document, call BCG at 916-870-7107 or e-mail us at [ceo@butow.net](mailto:ceo@butow.net). We'll be happy to give you an estimate for editing the copy . . . and for giving your document that professional edge!

### How Do I Start?

If you're ready to get started, e-mail us at [ceo@butow.net](mailto:ceo@butow.net) or give us a call at 916-870-7107. If we're busy helping someone else, please leave us a message. We'll respond to your e-mail or voice message within 24 hours.