

## What my quote includes

The quoted price covers the following...

**A briefing session:** where we'll talk through the finer details of the project and complete a brief questionnaire. It's helpful if you can give time and thought to your project before this session to get the most out of it. Then I can write the best possible copy for you. We can have this session face-to-face or on the phone/ skype, but I can also send you the questionnaire by email (in advance if that helps).

**Research:** In depth research helps me to *really* understand what you want/ need. The better the research the better your copy will be.

**Planning:** Good planning means I can be more efficient when I start writing and you'll get your copy faster.

**Writing:** Writing time will vary from project to project. But please note, short copy does not always mean less writing time. It can be a long process reducing the word count of a text while maintaining its quality.

**Editing:** I include 2 edits in the price. If we need more I will adjust the quote accordingly.

**Proofreading:** This is essential to make sure there are no errors and your copy is of the highest quality.

**Project management and admin:** Without this your project would not get done. And it is time-consuming.