

"If it involves words, it involves us!"



## Our “Unique” Approach

At Affordable Words, we have created a new path for moving your project forward. Our “less time, less money” philosophy is based on a simple premise: to utilize resources that are the “best of the best” (so your project is done in **less time**) without committing your dollars for a full-time employee or high-priced agency contractor (so your project is done for **less money**). We also minimize your costs by providing our own hardware and software (in non-proprietary environments) and work almost exclusively offsite in numerous locations throughout the world. (Of course, if onsite visits are required, we base our travel plans and schedules around you and your project needs!)

## How We’re Different

We specialize in the creation, development, and delivery of written solutions. By applying our “unique” approach, we effectively and efficiently meet the needs of businesses in the following ways:

- ▣ **“Fixed Price” Guarantees.** You have a budget—plain and simple. We have an obligation to help you find solutions that fit within that budget. And we do! We can offer our fixed price option because of our abilities to scope your project at a high level. Our expansive knowledge of multiple industries, coupled with our advanced skills, ensures that your project is completed in less time, for less money. Plus, our quotes specify project components, thus allowing you to select just the components you need now, and scheduling the remainder for later.
- ▣ **Schedule Flexibility.** You need someone to work on your project now. Yet, in a few weeks, what if there’s a “lull” and you really don’t need our services? Not a problem! Our *flexibility* lets us work on our project *as required*—whether this is 5 to 50 hours per week, 2 weeks now or 6 weeks later. We simply come and go, as you need us. In doing so, we help minimize your costs by ensuring that you aren’t paying for someone to “wait around” (on your dollar) throughout the every evolving project life cycle.
- ▣ **Multiple Project Options.** Your project is never really “finished.” It continues to live and change as your product does. So, you need a solution that lives and changes with it. We offer three relationship options to help ensure that you don’t have to keep “reinventing the wheel.” *Option 1* integrates us into your organization—as if we were your employee (and you’ll probably think we are at times). By paying a *fixed monthly fee*, you can use our services as the need arises. *Option 2* is what we refer to as “Writer On Call.” This option reserves a spot in our schedule, allowing you to throw bits and pieces our way (as required), yet keeps us “in the loop” so we can quickly get to new tasks as they arise. *Option 3* is for the true “this is all I want” business with a finite deliverable. We do what needs to be done and move on...aloha and goodbye!

## Clients and Affiliations

We are pleased to have client companies of all sizes and scattered at various geographic locations, both within the US and throughout the world. Our current client list includes such international companies as ADP, Datacolor, Solvay Pharmaceuticals, Loersch, and Glenayre, as well as numerous US-based businesses and/or organizations including the Santa Clara County Council on Aging, Lavender & Wyatt Systems, SciHealth, QEI, Primavera Systems, Physiome Sciences, Risk Labs, Nichesoft, Everton Publishers, Anvil Logic, CSS Resources, Global Workforce, Drivermill, Stockcharts.com, NAESSA, and Thin Air Apps. In addition, we have current or previous affiliations with highly recognized companies including Nestlé USA, Georgia-Pacific, the Florida House of Representatives, IBM, and NCR (to name a few).



## What We Have to Offer

Our goal is simple: to provide the high quality results you expect, while positioning your deliverables to be maintained at this high level as you and your products move forward. Here is a partial list of our services:

- ▣ **Technical & Creative Writing.** From highly technical software user guides to informative and fun magazine articles, the breadth of our writing is unlimited. Our resource network includes technical writers, instructional designers, online help developers, journalists, editors, and creative writers of all types, encompassing a large and diverse collection of project accolades. No project is too big or too small, and no topic too complex for our group of knowledgeable professionals.
- ▣ **Online Documentation Systems.** As technology changes, so does the manner in which documentation does. We have kept abreast of the technologies that allow clients to distribute their information to maximize the benefits realized by both their employees and clients. Because no two solutions are alike, we take the time to find out what solution will work best in your environment, and never assume that last weeks solution will be the right solution for today's scenario.
- ▣ **Programming Services.** By using a three-fold approach of business-driven development, expert application design, development support, we can ensure that your business needs are met and immediate value is realized. By using the most advanced and up-to-date tools and techniques, we can quickly turn your business requirements into a functioning application. In addition, our professionals can create a bridge between your needs and any software packages you may current have in place for which you are not receiving maximized value. We also support any in-house developers through knowledge transfer, training, and documentation.
- ▣ **Human Capital Asset Management.** The bottom line success of your organization depends on people working together to create value. By utilizing the LifeThrive™ method of assessment and training, we can streamline your efforts with regards to employee selection and development; culture refinement; leadership; performance, change, and knowledge management; and employee and customer satisfaction and retention.

## Who We Are

We're a network of resources that bring **KNOWLEDGE**, **EXPERIENCE**, and **SKILLS** to every project. Here's a quick summary:

### Areas of Expertise

- Technical Writing
- Online Help
- Documentation
- Marketing Materials
- Multimedia
- Content Development
- Project Management
- Business Analysis
- Format Conversions
- Presentations/Demos
- Instructional Materials
- Instructor-Led Training
- CBT/WBT
- Graphics
- Conference Planning
- Consulting

### Industry Exposure

- Software Development
- Hardware Manufacturing
- Legal Publishing
- Utilities (Electric, Gas, Oil)
- Sales/Marketing/Public Relations
- Conference/Meeting Planning
- Local/State Government
- Forestry
- Telecommunications/IVR
- Communications/Broadcasting
- Manufacturing
- Finance/Banking/Accounting
- Police/Fire Safety
- Pharmaceuticals
- Worker's Compensation
- Behavioral Healthcare

## How to Contact Us

If you have questions about anything mentioned above, or need to discuss your current project requirements, please feel free to contact us through the email address or phone number shown below. We look forward to hearing from you. Thank you for considering Affordable Words for your next project!