

Professional Editing and Proofreading Services

✓ **CORPORATE**

- Business reports
- Annual reports
- Company prospectus
- Submissions
- Proposals
- Company newsletters
- Formal correspondence
- Agreements and contracts

✓ **EDUCATIONAL**

- Courses Textbooks
- Exercise Workbooks

✓ **ACADEMIC**

- Theses and Essays
- University Documents

✓ **NON-FICTION**

- Biographies
- Family histories
- Historical 'faction' (factual novels)
- How-to books

✓ **GOVERNMENT**

- All documents and submissions

✓ **ONLINE**

- E-zines (electronic magazines from businesses promoting their products and/or services)
- Web pages for content appropriateness, consistency, structure, layout and correctness
- E-books (books that are converted into downloadable texts for reading onscreen)

✓ **BUSINESS JOURNALS AND MAGAZINES**

- Business journals
- Specialist journals (medical journals, law journals and financial journals)
- Mainstream magazines
- Interest magazines (sporting, hobbies, crafts and leisure, health and fitness, alternative therapies)

✓ **ADVERTISEMENTS**

- Marketing materials, broadcasting (editing commercials)

CALL NOW AND RECEIVE A FREE INTODUCTORY BRIEFING ON THE IMPORTANCE OF EDITING YOUR BUSINESS DOCUMENTS

PETER J RAMAGE

ABN 18 106 241 865

TEL: +61 2 4684 2935 MOB: 0414 428 562

EMAIL: pramage@bigpond.com

