



## *Fundamental Writes' Instructions to Order*

To order a Procedures Manual or Other Business Solutions documents:

<b>Step</b>	<b>Action</b>
1	Contact Fundamental Writes via e-mail and describe the project you wish to discuss.
2	A 15 minute telephone meeting will be set up to discuss the details including staff and materials assigned to the project.
3	Fundamental Writes will submit an Engagement Letter to you outlining the project deliverables, dates, and costs. It will be sent to you via e-mail.
4	You can send the approval back, along with payment for 50% of the total cost and any existing documentation and graphics necessary to Fundamental Writes.
5	Your project will be activated and document(s) created.
6	A draft copy of the text will be delivered via e-mail on the agreed-upon date. You should review the document(s) and make your edits. Return the edited copy via e-mail. Final payment will be requested.
7	Fundamental Writes will complete the document with all edits. The Table of Contents, index, logo, and title page will be added.
8	When the final payment is received (the remaining 50%), the final document will be sent via e-mail (soft copy) along with a master, bound paper copy and CD via the US mail.