

WORDEXPRESS Winter 2007 QuickNews

Dear Client: In our **Winter QuickNews**, we would like to draw your attention to our Services for Employee Manuals...

Here is a **Discount Voucher** to be used on your next order!

Please mention this Voucher Number when contacting the WordExpress Team.

Today's Topic: **Services for Employee Manuals**

by Marina Simon, Client Care Manager at WordExpress Corporation

In today's fast-paced business world, where employees tend to switch between employers more often than a few years ago, it is of utmost importance to **inform every new employee** about your company's **standards and regulations in writing**. An employee manual **details guidelines** of your company for your employees. It is a business necessity for firms of **any size**. **A manual saves time, energy and money**. It streamlines your policies and procedures, optimizes communication and places your company on **legally safe** terrain. A professionally written manual can contribute substantially to the efficient organization of your company.

Why burden your staff with unfamiliar tasks?

Avoid unnecessary headaches. Do not have an untrained person produce your employee manual. Instead, put our **professional writers** in charge! WordExpress has many years of experience providing **quality corporate employee manuals**. We will handle the entire project with **expertise**, including **writing, editing, proofreading, desktop publishing** and delivery of the finished product.

The pages of our **employee manuals contain 200 words** on an average. A manual of 8,000 words (40 pages) is the minimum size. Normally this is the size needed by companies of up to 20 employees. Manuals of 20,000 words (100 pages) or more are usually needed by large corporations. Sizes in between the established four sizes are provided where required.

Upon request, WordExpress also provides a **legal review** of the employee manual by a **qualified attorney**. In this case, the manual will be submitted with a **certification** in form of an affidavit by our attorney. This certification confirms that the manual is **in line with all legal provisions** and requirements.

- **Thorough assessment of your needs** by our experts

- **Specific customization** to your requirements
- **Utmost confidentiality** in handling your material
- **Updates/edits at reasonable prices**

Do you employ non-English speakers? Consider a translation of your manual!

If your company already uses an employee manual in English and employs a substantial number of **non-English speakers**, it would help to do a **foreign language version**. Did you know that WordExpress not only produces employee manuals in English but also in **many other languages**, such as Spanish, Vietnamese, Chinese, Japanese, Korean, etc?

Do you have preferences regarding the Layout?

All manuals, including the ones in non-Roman characters, are word processed on PC or Macintosh **state-of-the-art equipment**, MS Word or **compatible foreign language software**. Desktop Publishing is available on the **latest versions** of QuarkXPress, and the Adobe family of programs with PageMaker, FrameMaker, Acrobat, Illustrator, Photoshop and In-Design, and many other applications. Your logos, **graphics and pictures will be inserted or scanned in**. For target languages with Roman characters, two electronic files, one in PDF format and one in WORD format, are included with each project. There is no file format that WordExpress cannot accommodate.

Entrust WordExpress with the creation or updating of your employee manual and we will produce it professionally to your full satisfaction!

WordExpress is in compliance with the **stringent quality standards of ISO 9001/2000**. Our **quality control processes are unmatched in thoroughness** -- our goal is always perfection.

For a FREE QUOTATION on your next project,
please call us at (310) 260-7700, ext. 125 or (800) 570-0700, ext. 125,
or e-mail your request to: clients@wordexpress.net

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