

BCG Quick Work Fact Sheet

## One Page Document Makeover

The BCG One Page Document Makeover Service offers review, editing, and redesign of a one-page business document. You get all these services in your makeover for only \$99.

### What We Do

We review a single, one-sided business document and edit it for clarity as well as redesign it for readability and to get the attention of your audience.

### How It Works

You send us:

- Your current one-page document via mail, or send it as a scanned or PDF document attachment to an e-mail message.
- The location where you want us to send the edited version, such as an e-mail address.
- \$99 payable by check or PayPal.

Once we have the materials and the payment, we'll send you a confirmation and estimated completion date for sending the revised one-page document—generally within two business days. If you have any minor changes to the document, such as to the person's contact information, we'll incorporate those changes into the final draft.

### What You Get

You get a PDF document of the one-page document, and the document will be set up so you or your printer can print your document easily.

### If You'd Like More

If you want to work with us more closely in designing your one-page document, or you want us to work with you to develop more documents, call BCG at 916-870-7107 or e-mail us at [ceo@butow.net](mailto:ceo@butow.net). We'll be happy to give you an estimate for business document design . . . and to make people even more impressed with your company!

### How Do I Start?

If you're ready to get started, e-mail us at [ceo@butow.net](mailto:ceo@butow.net) or give us a call at 916-870-7107. If we're busy helping someone else, please leave us a message. We'll respond to your e-mail or voice message within 24 hours.