

Business Documentation Writing

Know how to run your business, but don't have the time to train your employees in your procedures and policies? We can save you time and money in avoiding mistakes by documenting your business procedures and policies. Having documentation of this nature is important to any business owner – your employees will have a reference manual available to them and you'll have hard copy of your policies for education and management.

Our Documentation Writing services include:

- Review of your processes and procedures
- Preparation of draft documentation for your review and comments
- Finalize your processes and put them in a format this is both consistent with your business philosophy and easy to use for your employees
- Training with your employees in using the documentation
- Incorporation of employee feedback on the effectiveness of your processes and procedures
- Presentation of employee feedback to the client with options for inclusion or exclusion into the documentation

These services can be applied to any aspect, or all, of your business. Depending on how much information you need to relay to your employees and how often they are likely to require access to that information, we can design a documentation program that easily fits your needs and budget.