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The
DeLucia Script | **Business Writing...for your Business Needs**

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BENEFITS OF A VIRTUAL EXECUTIVE CONTRACTOR

Thank you for taking the time to review this informative packet. Soon you will learn how contracting with The DeLucia Script is a positive move for your business. We'll help your company move progressively toward its goals, while minimizing unnecessary overhead costs.

The number one financial benefit: No overhead, simply one payment a month

- a. No insurance contributions
- b. No retirement contributions
- c. No workers compensation
- d. No paid vacations or sick leave
- e. No cost of work space and equipment
- f. No employment taxes

BENEFITS OF The DeLucia Script

Most Virtual Assistant companies offer receptionist and administrative assistant type of services plus a range of specialized skills, but the individual services are often routed through a company, i.e. a third party and the new trend is that the company is outside the United States. The DeLucia Script offers a professional writer and experienced entrepreneur, Wendy Snodgrass. Contract with The DeLucia Script and there's no third party or arbitrary fees.

The DeLucia Script has a second editor for technical documents such as financial spreadsheets and contracts. He is a CFO and former Deloitte & Touche accountant.

Turn the page to read about our services. Mrs. Snodgrass's resume and a past performance/ client list are available upon request.

WRITING SERVICES



Business-Technical

- Grant Writing
- Business Plans
- Marketing Plans
- How-to Manuals
- Executive Summaries
- Press Releases
- Memos
- Biographies
- Proposal Letters
- Invitation Letters
- 'Dumb-it-down' Contracts
- Editing

Creative

- Marketing
 - Website
 - Brochures
 - Flyers
 - Post Cards
 - Print Advertising Copy
 - Radio Advertising Copy
 - Interviews
 - Newspaper/ Magazine Articles
- Ghost Writing
 - Memoirs
 - Books

Publishing

- Pre-print Editing
- Print on Demand Publishing – from start to completion
- Self Publishing – from start to completion
- Traditional Publishing – from start to the publishers, subject to their acceptance

MARKETING SERVICES & ADVERTISING LIAISON

It takes a team of invested experts and employees to execute a successful marketing plan. The DeLucia Script can manage all writing components of the plan, plus various advertising, promotion and public relation tasks.

If you choose to use a full-service marketing and/or advertising agency then you may consider using The DeLucia Script to act as a liaison and a gatekeeper, thereby relieving the hassles of coordinating with other firm(s). This way you can use your time to approve final drafts, rather than be consumed with the correspondence and editing it takes to *get to* the final drafts.

VIRTUAL EXECUTIVE SERVICES

Relieve your receptionist or assistant from excess work so s/he can manage their workload with 100% focus and accuracy! The DeLucia Script can help with these executive assistant tasks:

- Writing tasks
- Editing tasks
- Power Point presentations
- Excel worksheets
- Travel planning
- Event coordinating
- Solve customer service problems with vendors and merchants, including invoice discrepancies.

TRAVEL

Our availability for travel is determined on a case by case basis. Situations where we could be of great value to your traveling needs are as follows:

- Facilitating expos, workshops or seminars – start to finish.
 - Save your energy and utilize Mrs. Snodgrass's strengths in networking. She can initiate or maintain client and vendor relationships for your company while you attend priority meetings during these events.
- Real-estate shopping – are you interested in purchasing real-estate away from the place you call home? We can get the process started for you by meeting with the realtor, evaluating the location and then eliminating prospects. We'll bring you the final few to choose from in a complete, detailed and organized manner.
- Personal Assistant – Negotiable depending on your needs.

RESEARCH CAPABILITIES

At The DeLucia Script we can conduct thoughtful research without distractions; therefore giving you quality solutions rather than relying on the first five topics that pop up on a web search. In a typical office setting most assistants are forced to multi-task as they research and many are overly dependent on a single search engine. At The DeLucia Script we seek answers and then question those answers until we're comfortable they are accurate, all the while being conscientious that time is money.

Mrs. Snodgrass researches every client's business, competition and any information needed to understand their goals. The following list illustrates some 'research intensive' work she has performed in the past:

- National Institutes of Health (NIH) grant writing requirements consists of hundreds of pages that must be read multiple times while preparing, writing and submitting a grant application,
- Washington State University, Office of Grant and Research Development required her to learn a new language used by granting agencies, including acronyms, grant receiving procedures, and contract details between WSU and the agency. (Agencies were national, international and private companies.)
- The legal brief she co-wrote, edited and formatted for a doctor client who sued San Diego County required her to learn how to write a legal brief.
- Small Business Association (SBA) requirements for 8(a) businesses. She was hired to open a branch of Siku Construction, LLC in Spokane Valley, WA and follow SBA guidelines. (Successfully accomplished in less than two weeks.) And sub sequentially, during Siku's corporate re-structure she was hired to dismantle the business which she did in a legal and organized manner.
- Contracting to the federal, state and city governments. Mrs. Snodgrass has worked two positions which required her to research, network, write a marketing plan and attend workshops about the complex process of contracting to governments.
- The publishing industry – She has personally published Print on Demand; Self Published as DeLucia Script Publishing; and researched traditional publishing extensively.
- Learning Life program – As she created this program she had to understand the 'life skills' needs of teenagers and young adults, as well as the laws and channels Learning Life must follow in an effort to reach out to teenagers via schools and structured groups.

RETAINER FEE SCHEDULE

Hours per Week	Cost per Hour	Available Times On-Call Basis		Discount for Committing to a Retainer	Monthly Retainer Fee
Monday-Friday					
		PST/MST	CST/EST		
30	\$45	8/9 am – 8/9 pm	9/10 am – 9/10 pm	15%	\$5,000
25	\$45	8/9 am – 8/9 pm	9/10 am – 9/10 pm	12%	\$4,300
20	\$45	8/9 am – 7/8 pm	9/10 am – 9/10 pm	12%	\$3,450
15	Varies Per Project	8/9 am – 5/6pm	10/11am – 8/9 pm		
10	Varies Per Project	8/9 am – 5/6pm	10/11am – 8/9 pm		

ABOUT RETAINER FEES

When you pay a retainer for 20-30 hours per week you'll receive a discount because we appreciate your commitment to our contract. A retainer method of payment assumes both parties agree some weeks will inevitably be busier than others and vice versa. Therefore, some months you'll pay more than the work we perform and other months we'll work more than what we're compensated for - it evens out in the long run. We're committing to 'be available' to complete excellent work for the agreed amount of hours per week; meanwhile, you're making simple payments with no additional itemized fees or overhead.

DEFINITION OF "ON-CALL"

On-call means Mrs. Snodgrass (a.k.a. Wendy) will answer your call or return it within 30 minutes. She's also available via email, text message and Skype. Perhaps there are days you brainstorm about work issues on your way home in the evening - or while relaxing after dinner - you think of new ideas for your great company and you just can't wait to get started! You'll be grateful you can call her and she'll start on your masterpiece immediately! She will be available to speak with you up until 8, 9, or 10 pm depending on your time zone (see chart above). This is an "on-call" perk.

T *hank You!* We appreciate your interest in The DeLucia Script's Virtual Executive services. Please call or email with questions. We look forward to getting acquainted and hope to work with you soon. We guarantee quality work, reliable commitments, and a positive attitude!