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## *Other services*



*Hanson Writing & Editing* also drafts, edits, formats, and proofs:

- ◆ Handbooks
- ◆ Manuals
- ◆ Newsletters
- ◆ Speeches
- ◆ Scripts
- ◆ Brochures
- ◆ Ad copy
- ◆ Business letters
- ◆ Résumés

*All the fun is in how you say a thing.*  
- Robert Frost

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*Self-expression must pass into communication for its fulfillment.*  
- Pearl S. Buck

## QUESTIONS?

*For more information on any of our services, please call or e-mail.*

## *Hanson Writing & Editing*

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805.546.9009



# *HANSON WRITING & EDITING*

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*Professional  
editorial services  
for every client*

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## Who we are

*Hanson Writing & Editing* is a San Luis Obispo editorial service that provides writing, editing, and proofreading for private clients, businesses, academic departments, and government agencies.

We specialize in revising, editing, and formatting books for print. We also draft and edit copy for annual reports, symposium proceedings, magazines, Web sites, and marketing materials.

As editors we combine master's degrees in English with extensive experience in publications production and university teaching. Our own writing has won awards and appeared in textbooks, literary quarterlies, and newspapers.



## How we work



- ◆ We offer free quotes based on draft documents sent to us via e-mail.
- ◆ We provide job contracts via e-mail, with the client's e-mail approval initiating the job.
- ◆ We deliver jobs via e-mail in Word, Rich Text, and PDF files. For a small additional charge we also offer final documents in hard copy and on CD.
- ◆ We proofread and mark designers' layouts and printers' proofs, and act as liaison support between clients and publishers.

*Work samples and client references are available on request.*

## What we charge

**We charge a flat rate of \$50 an hour for writing, revising, editing, formatting, and proofing.**

### **For books and other large jobs:**

- ◆ We offer lump-sum fees or discounted hourly rates.
- ◆ We base our quotes on a complete rough draft and the total scope of work requested by the client.
- ◆ We provide a written contract outlining the scope of work.
- ◆ For lump-sum fees, we contract for 50 percent of the total fee paid in advance, with the balance due on delivery of the job.
- ◆ For additional work beyond the terms of the original contract, we charge by the hour.

*A true critic ought to dwell rather upon excellencies than imperfections, to discover the concealed beauties of a writer.*

*- Joseph Addison*