

How to Work with Scribe Syndicate

Professional Online Digital Content and Copywriting

Moving through the process

Scribe Syndicate offers a free 30-minute consultation to discover your specific needs.

What is your:

- ✓ type of business?
- ✓ service or product?
- ✓ area of use and purpose of the content?



The Scribe Syndicate Logo is based on the sure-footed ancient God Mercury/Hermes who delivered communications promptly and accurately to your location.

Consultation Continued...

Do you have:

- ✓ current outlines or drafts?
- ✓ resources, or other material already in-progress to direct the project?
- ✓ a timeline?
- ✓ limits on length of material (e.g. 200 words or 200 pages)

We will develop a working relationship and learn about each other's working styles.



Basic Rates

Scribe Syndicate has a highly-customized rate sheet for various packages including:

- ✓ web content for landing pages
- ✓ blog articles
- ✓ social media posts
- ✓ downloadable materials based on client needs and length of service

Prices range from \$40-\$60/hour or per page depending on the amount of material, number of pages, whether content is written or edited, a one-time project or an ongoing weekly, monthly, or annual service.



Your Quote

You will receive a quote shortly after the consultation and confirmation of details as outlined will be needed before work begins.

Depending on size and scope of the project, a 50% deposit may be required or a full payment prior to starting the project.

In the case of ongoing service, the first monthly payment will begin the process.



Transferring Documents

Whatever documents we discussed in the consultation need to be send via:

- ✓ Dropbox
- ✓ Google Drive
- ✓ email

We can go over any questions or explanations regarding the content by:

- ✓ phone
- ✓ text
- ✓ email

Some people need to talk for an hour and spell everything out. Others hand me a list of topics and a deadline with no further communication until completion and final or monthly invoicing.

Both situations are normal and acceptable



Writing and Editing the Project

Your file will be downloaded and combined in a master document.

Any necessary research is conducted.

Any keywords are applied to the title and text and HTML headings are inserted.

The document is formatted for online ease of use and readability (bullet lists, sub-headings, indentation, image placement, text boxes, font, and color).

All material is sourced, including any images used.



What to Expect Next

The final project requires several passes to find and edit any spelling, grammar, awkward wording, sentence structure, and punctuation issues.

Articles come with one image found on free platform sites like:

- ✓ Pexels.com
- ✓ Pixabay.com
- ✓ Unsplash

Images will be relevant to the topic to keep or use as a placeholder for formatting. Proper tags and descriptions are applied for browser searches.

Basic charts, graphs, and tables can be created or inserted at additional cost.



Wrapping Things Up

Your invoice will be generated in detail regarding hours, pages, depth of research, additional material presented, or changes requested during the process.

Payment is accepted electronically by:

- ✓ Venmo
- ✓ PayPal
- ✓ Square

Use the ScribeSyndicate@gmail.com email address.



Keep in Touch!

At any time during the process, you are encouraged to touch base and ask about progress.

When the job is completed, feedback is always appreciated.

Referrals are considered the ultimate compliment! Scribe Syndicate pays it forward with a 5% discount when generating a quote for your next project.

To leave a review, go to Scribe Syndicate's [LinkedIn](#) or [Facebook](#) page.



Scribe
Syndicate

Jessica Olma
704-223-7722
scribesyndicate@gmail.com