

How It Works

Newsletters, Brochures, and Event Programs

Step 1 - You formulate the information

First, think about what you want to say to your readers. Are you telling your readers about an accomplishment, a client success story, an upcoming event of interest, and/or providing an educational segment? Write up your story keeping your reader in mind -- make it informative and interesting.

Tips for this step:

- ✎ Is there a theme for your project?
- ✎ Break your information into several sections or articles.
- ✎ Remember to give each section/article a title or heading.
- ✎ Include photos, graphics, and/or images that are a good match.
- ✎ Submit your company logo.
- ✎ Add any names or narrative that goes with the photos, graphics, and/or images.

Submit section/article text in Word (.doc) document (or .txt format). Approximately 300-700 words are needed for each page (depending on the number/size of photos and graphics included).

Submit photos, graphics, and/or images in .jpg, .gif, or .eps format and in high resolution (300 dpi or higher).

All content (text, photos, graphics, images) will be provided by the customer or priced separately, as appropriate (see "Prices & Guarantees" page on our website for details).

Step 2 - You place your order.

When you have finished Step 1, use the "Place Your Order" page on our website to submit your information.

Step 3 - We receive your order and 50% deposit.

Once Your Newsy Notes, LLC receives your order and deposit, we'll assemble and format your product and provide you with your first draft within 10 business days of receiving all your content. We will send your first draft via e-mail in PDF format. **The draft product will be watermarked with "DRAFT" until all revisions are made and final product is approved.**

If we have any questions about your submission, we'll contact you by e-mail or phone to clarify.

Our assembly includes:

- ✎ Formatting
- ✎ Light editing/proofreading
- ✎ Template selection
- ✎ Lay-out design
- ✎ Color scheme
- ✎ Font identification
- ✎ Photo/graphic/image layout

Step 4 - You review your draft and approve final product.

- ✎ If the draft meets your approval, send us a confirmation email.
- ✎ One major revision is included in the base price (see "Prices & Guarantees" page on our website for details).
- ✎ Our goal is to deliver your final product within 10 business days of your last revision.
- ✎ Your final product will be delivered via e-mail in PDF format.
- ✎ You will be invoiced for the balance of your project after final product delivery.

All you have to do is e-mail your document (as an attachment) to your customers, colleagues, friends, family, etc; upload it to your website for all to see; use it in combination with your HTML/email marketing campaign (by linking to your document on your website); and/or coordinate with a commercial printing company to have your document printed for hard copy distribution.

Your Newsy Notes, LLC will be happy to coordinate with your printer, or identify one in your behalf. There will be a 15% supervision fee added to your final invoice. See Price List and/or Agreement/Proposal for details.

Follow up.

We will follow up with you after the transaction via a survey to receive feedback. **We value your opinion.**

Your Newsy Notes, LLC may include your project in our marketing materials. We believe in promoting the people who are helping us grow our business!

Get your **NEWS** on course and **OUTSOURCE** to Your Newsy Notes, LLC.
Call **703-729-3155** or **1-877-729-3155** or visit **www.yournewsynotes.com**