

## COMMITMENT

### On Time Delivery

I know how important deadlines are and my goal is to ensure your deadlines are met. Up front planning and communication will set the timelines and I will meet or beat your expectations.

### Quality

Your name is your reputation. I know how critical your name is to your successful business and I will not deliver sub-par products. You have my best because that's all I know.

### Clear, Concise Writing & Editing

Some projects require formal communication and others require more up-to-date vernacular. My writing and editing will always match the message you need to deliver.

### Value

What can be better than excellent communication without the overhead of a full staff or the expensive fees of a large PR or marketing agency?



Antrim Consulting,  
Inc.

Jean Durbahn

*Writer / Editor*

Your partner in

Communication with the

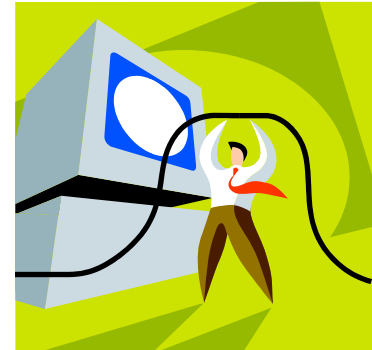
Write Attitude

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Antrim  
Consulting,  
Inc.



Writing and  
Editing Solutions

## EXPERIENCE

With over 13 years of professional experience in Human Resources, Corporate life and Freelancing, I bring a vast spectrum of knowledge to your project. Contact me for your:

- Web Site Content
- Marketing Brochures
- Thesis Statements
- Dissertations
- Query Letters
- Manuscripts
- Newsletters
- Speeches
- Training Documents
- Legal Documents
- Annual Reports
- Advertising Copy
- Direct Mail Campaign

Writing and editing credits include web site content, thesis statement critique, query letter editing, newsletters, résumé services and others.

*"I owe a huge debt of gratitude to Jean Durbahn, Owner, Antrim Consulting for providing proofreading and editing services for the biography and overview of human resources parts of my website. She is a great editor and reader with a strong command of language and grammar. Moreover, she is very personable and exercises a great deal of common sense and logic. I highly recommend her services." Charles K., Illinois*

## ADVANTAGES

A Freelancer can:

- Improve your bottom line
- Enhance your image and message
- Increase your efficiency and effect
- Make your life easier

*You need to focus on your business, which is what you do best. Let me do what I do best. Don't take your eye off the ball - outsource your writing and editing projects to me so that you don't skip a beat.*

The Freelancer Advantage:

- Why do it yourself? Stay focused.
- Reduce costs with only "task-specific" help you need, only when you need it.
- No salaries, benefits, vacation or sick leave.
- A fresh perspective.
- THE solution for occasional writing and editing needs.
- Allows small companies to compete effectively.

*"You truly are a talented individual! I thought that the material I gave you was good, that I just needed a little help. Little did I know. What you gave me back was amazing and I've received so many compliments on it!! I highly recommend your services to everyone." Lisa R., Illinois*

## PROFESSIONALISM

Consultation/Agreement

After an initial no-obligation, no-charge consultation (in person, by phone or by e-mail), I'll share my ideas on the project. At that point, we'll discuss fees and timeline. If we both agree, we'll sign an agreement outlining responsibilities, expectations and fees.

Terms

Each project is different. Each agreement is different. All project pricing is based upon a 12 pt. font, 8.5" x 11" paper, double-spaced with page numbers centered at bottom. Some projects will be priced by the hour, some by the page and others by the project, depending upon the size and timeline. All projects require a retainer paid up front prior to the commencement of work.

*"I am re-entering the workforce after staying at home with my family. Antrim created a résumé that highlighted my skills and abilities without focusing on my employment break. I have received more calls from recruiters and companies than when I was working for a well-known and respected corporation. Antrim was professional, fast and designed the perfect résumé for me." Stacy P., California*