



## FAQ

Sue-Ann Bubacz, professional copywriter  
**Frequently Asked Questions**

I break it down as follows but feel free to contact me for any further questions at all:  
412.384.4924 or email to: [SueAnn@WriteMixforBusiness.com](mailto:SueAnn@WriteMixforBusiness.com)

- 1- *deadlines, due dates and turn-around*
- 2- *revisions and kill policy*
- 3- *proposals, pricing, procedures*
- 4- *perfecting the process*

### 1- *deadlines, due dates and turn-around...*

I'm great with deadlines but if your's is impossible, I'll tell you, so check with me... even if you need a quick turnaround. Otherwise, deadlines and due dates will be what we agree to, and as is shown in your proposal for services.

### 2- *revisions and kill policy...*

I'll do my absolute, very best, to make revisions few *and* painless but you will have to request revisions within two (2) weeks of the date that the work is submitted. Ask for kill order policy...deposit will be forfeited and additional fees may apply.

### 3- *proposals, pricing, procedures...*

I don't work from a set fee schedule or an hourly rate so please don't ask but I will be more than happy to submit a detailed proposal with budget for any assignment ...large or small...to meet with your approval. A 50% Deposit is required to confirm any work order and to begin work on your project. Balance on final submission of work, including revisions as timely requested.

### 4- *perfecting the process...*

- 1.) creative consult
- 2.) intensive questionnaire
- 3.) provide requested materials or sources
- 4.) research
- 5.) additional steps
- 6.) content outline
- 7.) approval

To meet and exceed your goals, we begin with a 1.) creative consult, starting with a conversation to accurately understand the scope of your project and including an 2.) intensive questionnaire to zero in on specifics needed to insure best results. This questionnaire can be handled as most convenient to you...verbally, online or on paper and by you or the person/department most suited to provide appropriate answers. You will also be asked to 3.) provide requested materials or sources for additional fact finding and background data. Although 4.) research, relevant reading, investigating, note-taking and more will begin immediately upon receipt of signed proposal and deposit, the questionnaire and requested materials are the keys to how the assignment will proceed and so, are extremely important. PLEASE NOTE: Untimely response to items 2 and 3 could change the feasibility of your deadline and may result in a changed deadline, if necessary. The information gathered by the combination of client-provided materials and initial research will guide 5.) additional steps to be taken. Things like interviews, further fact finding, or data needed, compilation and organization of materials and project direction leading to a 6.) content outline which will be presented to you for approval and accuracy. On your 7.) approval of the submitted outline, the final project will be delivered by the agreed upon deadline.

*This may seem like standard operating procedure to some but the Lucky #7 in this perfecting process is one that benefits you greatly because it is **a built-in safety switch**. It allows you the ability to breath easier, or give notes, input or adjust the pre-submission content outline. And, either way, will help to insure a positive result. This can be a time and headache saving step for all involved.*

So, Let's Start Now: ORDER IT UP...for further help, info or project/contact request:

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