



KONCEPTUALITY “Kreative Visions”

Services

In partnership with **Konceptuality**, your work-related anxieties and pressures sometimes associated with writing, proofreading and editing (including other office support needs) can be minimized; you can be more productive and better able to concentrate on your business concerns. In particular, you can be free to work toward increasing your market-base and profits as you experience a renewed zeal to interact with your clients.

Below is a list of some of the Services offered by **Konceptuality**, singularly or in combination. If you're searching for a Service that's not listed, please let us have the opportunity to determine how we can satisfy your needs.

Kreative Concepts

When you use **Konceptuality** as your Administrative Support, you say "good-bye" to the anxieties and tensions often associated with short deadlines and project turn-around time. We can take charge of your office; you can finally be assured you'll ultimately be relieved of many of the pressures that frequently go hand-in-hand when wrestling with a large *number* of tasks.

We provide regular office support, as well as the more in-depth editorial and proofreading services. We have extensive experience composing and typing general business correspondence, in addition to writing articles, newsletters, and grants.

- **Word Processing and Administrative Assistance**

Let us create, edit and print your correspondence, press releases and other general typed documents. We'll keep them handy for you so you can review and edit as necessary.

We enjoy an excellent proficiency in carrying out administrative and general office support responsibilities.

- **Editing, Proofreading**

We provide consulting, copyediting and other miscellaneous and writing services to authors and, writers, as well as small to mid-sized business owners. So with confidence step away from what you've just written and leave the “edit-driving to us”; we'll proofread your work and take care of any edits. Two heads really are better than one!

- **Articles, Website copy, Article Submission**

We'll help with your articles and website copy. If you have a small space to fill or just want an idea to get going, we can quickly satisfy your editorial needs.

- **Grant Writing and other Technical Writing**

Looking for funds to support your company, or to pay for other business expenses? Could you use a new approach? Let us do the leg-work for you; our experienced personnel can research the viability for the project, seek out grant funding sources, and write and submit the grant for you. You don't rest on your laurels; you'll just be more productive and better able to concentrate on your other business needs.

- **Website Maintenance**

Websites are in a constant state of flux; perhaps you may not have the time to keep yours up-to-date, the expertise, or the patience. With our bent for originality and our diligent attention to detail, our team can creatively provide you with a new perspective to your specifications.

- **Internet and Market Research**

If you're looking for products or comparable services or the best promotion to draw and satisfy your customers, let our mouse do the surfing for you. We've successfully created surveys and analyzed the data for others. Now, we'll do it for you.



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Say good-bye to the anxieties and tensions more often than not associated with the challenges of acquiring new materials to market your company.

We've successfully managed to put our “creative prints” on a number of articles and newsletters that have run nationwide. Let us share our talents with you.

How do you plan to make your business and your product availability for your business known? There are several methods available that accomplish this. Using Microsoft Desktop Publisher and professional printing services, we offer the following:

- **Brochures**

Brochures are great promotional tools designed to spread the word about a business, and promote its function, and features. We're prepared to create unique and eye-catching brochures for you, according to your specifications, to help you display the services your company offers, or to sell your products.

- **Flyers**

Take your business to the next level; we can work with you to create one-page, imaginative, informative flyers with lots of color. Your flyers will automatically catch your client's eye as they boost your advertising and sales promotion.

- **Newsletters**

One of the ways to get the word to your customers about upcoming promotions and other company activities is to distribute a newsletter. The newsletter is a great way for your customers to keep in touch with the We'll create and distribute these notices for you.

Contact

Contact us at info@konceptuality.com or call 866-248-7481 to find out how **Konceptuality** can help you "kick aside" the tension that twists your nerves at the thought of writing and editing under short deadlines and project turn-around time. With a free consultation, you'll learn how to say “bye-bye” to the editing muck!



KONCEPTUALITY

“Kreative Visions”

Kreative Konsults

Now that you've got killer brochures, “look at me” flyers and your "newsy" newsletters, let us show you how to use these new materials to put these promotional affirmations to work for you. You'll be able to attract and encourage new customers to take advantage of your services.

- **Brochures Design**

Brochures are great tools to lure new customers or to advertise your products or services. Whatever you offer, it's essential to have a brochure that's easy to read and understand. We'll consult with you to put together an imaginative brochure that introduces your company to your viewer, catches the eye, is well-written, and boosts your marketability.

- **Flyer Design**

Because we know the impact that well-designed visual aids can have on your customers and on your business ventures, we look forward to helping you create, promote and market your flyers.

- **Newsletter Writing and Design**

Using the newsletters we've created, you'll be able to devote your time to locating new customers and staying in the fore-front with your current clients.

- **Press Release Writing and Distribution**

Get others to sit up and take notice of a particular special news story about your business by producing a press release. We'll write your announcements and distribute them for you.

- **Internet Research Assistance**

If you discover that you want information on a specific topic in order to finish a business proposal but you can't seem to find the time, or your patience has sunk really low, let us intercede.

Using our familiarity and skill with surfing the Internet, we can quickly locate lots of useful information. We'll give it to you in an easy to understand layout.