

## FAQs

### **How do I contact you?**

To contact me, call 970-690-8091 or email [ilenewithers@gmail.com](mailto:ilenewithers@gmail.com).

### **How do I explain to you what I need?**

This is done through an interview process. During our first interview, you will let me know what type of document you need and what its purpose is. I will ask you several questions during this meeting. I will write the first draft and get it to you, so you have plenty of time to look it over before our second meeting. At that meeting, you will tell me what needs to be added, deleted, and changed in order to meet your expectations. Then I will complete a second draft and get it to you. We will repeat this process as many times as necessary until we have the perfect, final document.

### **I need procedures written for my employees, but I always leave something out. I need help!**

When I write procedures, I write it for a new employee who has never done the task before. I use as many print screens and graphics with as many identifying arrows and circles as needed for clarification.

### **I want to write my memoirs myself but don't know how to start. Can you help?**

Yes! During our initial meeting, I will find out what you want to include and will give you a starting place suggestion. There is an art to telling true stories, and I will coach you every step of the way.

### **I need my dissertation proofread. Can you do that?**

Absolutely. I will use the style manual and dictionary that your field of study demands. Using Word markup and comments, I will correct your punctuation, spelling, and usage. I will make comments when I find something confusing that I feel you need to clarify. When I return the document to you, you will have the option to accept or reject each suggested change.

### **My daughter has to write a college admittance essay. Would you do that for us?**

I will not write it for her; however, I will make suggestions and edit it for her. I have worked in higher education for twenty years and have successfully assisted many students with this.

### **I have just finished writing a book. I want to self-publish it but don't know how. Can you help me out?**

I've been through this myself! I can edit it and proofread it. I can format it so you can distribute it through [Amazon](https://www.amazon.com), [Smashwords](https://www.smashwords.com), and print on demand. I can even give you suggestions on how to promote your book.

### **How much do you charge and how would I pay you?**

Once I talk to you about your project, I will give you a written quote. I accept cash, PayPal, PopMoney, and Zelle payments.