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Dear Alice

Many thanks for the work you carried out on my basic tender document. Your copywriting skills have taken what was a rather dull and formal manuscript and made it much more positive and sales oriented. My response rate has improved significantly and I have no doubt that I have been awarded contracts that I might otherwise have lost.

We will shortly be reviewing our sales literature and I would be grateful for your input on this as well.

Yours sincerely,

Chris Passmore
Managing Director

Meeting the needs
of the present
without compromising
the future.

Human Resources

- Personnel contracts and handbooks
- Absence management
- Redundancy planning and implementation

Health and Safety

- Legal advice
- Risk assessments
- Training

Quality Management

- ISO 9000:2000
- Internal auditor
- Document preparation.

Environmental management

- ISO 14001
- Statutory compliance
- Cost reduction

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