

Charlotte Evans Writing LLC

Charlotte Evans Writing LLC
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www.ceonlineconsulting.com

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Date: _____

Client Name: _____

Project Details: _____

Welcome to Charlotte Evans Writing LLC.

Please check you have received the following items in this packet:

- 1) Business Overview
- 2) Initial Phone Call Scheduler
- 3) Project Requirement Sheet
- 4) Project Schedule Sheet
- 5) Work-For-Hire Contract
- 6) Non-Disclosure Agreement
- 4) Client Contact Information Form
- 5) Initial Invoice

This packet is designed to help answer any questions you may have about how your needs will be handled by our company. I'm very glad that you have chosen us to assist you with your project. The forms and communications you will receive from us through this process are all designed to facilitate the highest possible satisfaction and best quality outcome for this professional relationship.

Please take the time to complete the necessary forms. You can send them back to me at charlotteevanswriting@gmail.com or else print and mail them to me at the address above. If you would prefer to fax the documents to me, please let me know by e-mail and I will make the necessary arrangements.

If you have any questions and if you need to contact me promptly at any time, please call me at (410) 212 7606 (Office) or e-mail me at charlotteevanswriting@gmail.com.

I look forward to a positive and productive working relationship.

Yours faithfully,

Charlotte Evans, PhD.