

LETTERS MITHS

Professional Communication Services

We help you with written communications including:

- Letters
- Announcements
- E-mail Drafts
- Board Minutes
- Board Resolutions
- Promissory Notes
- Deeds of Trust
- Bills of Sale

- Spreadsheets
- Power Point Presentations
- Forms Completion

- Telephone Consultations

LETTERS MITHS
Professional Communication Services

415-935-7079

info@lettersmithsllc.com
www.lettersmithsllc.com

Quick & Easy
No Hassle Pricing

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Lettersmiths Can Help You
**Get Control Of
Your Day!**

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Do you sprint from meeting to meeting?

Is your agenda FULL of follow-ups and “to do’s”?

Do you stay late at work just to get a few moments of peace to collect your thoughts?

Instead of quality time with your family, are you writing e-mails, memos and follow-ups?

Are you still working when all your “Help” have left for the day?

Do you wish that you had someone dependable to take on these tasks?



**Lettersmiths is here
to write for YOU!**



**It's that simple:
Just a phone call!
Never an intrusion.**

Lettersmiths is dedicated to solving your communication issues:

- Letters
- E-mails
- Board Packages
- Presentations
- Spreadsheets
- and much more!

Lettersmiths can:

- Start from scratch
- Alter a boiler plate
- Edit the previous version

No Hassle Pricing

- Letters & documents \$20 per page
- Re-writes \$10 per page
- Forms & Edits \$40/hour
- Spreadsheet development \$95/hour
- PowerPoint development \$95/hour

Visit our website for special pricing packages and bonus features!

www.lettersmithsllc.com



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