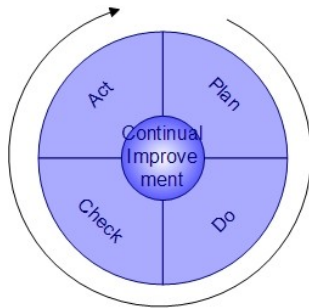


**PROCEDURES:** Formalizing what your organization does - with standardized documentation  
**Benefits offered by written procedures, as part of an effective management system, include:**



- |          |   |
|----------|---|
| PLANNING | Puts all best practices from staff into a single document for all to work from                  |
| DOING    | Direction for all staff to follow in completing work assignments                                |
| CHECKING | Conducting reviews to verify that everyone is following the planned work process is made easier |
| ACTING   | Acting quickly on work process improvements can improve efficiency – saving time and money      |

**PRICING:**

- **\$799.00 one-time fee**; plus **\$189.00** per procedure (*HST added to all prices*)
  - We assist in the selection of company procedures for documentation (Recommend 6-10 as a minimum).
  - Includes all travel and communication with the client to collect the necessary information to draft identified procedures

**What is included:**

- Provide assistance in helping the Customer to identify critical work processes;
- Document the identified work procedures, for the Customer’s processes as identified;
- Format the work procedure to easily integrate with our ISO 9001:2008 quality manual;
- Develop any associated company work instructions and forms to meet ISO 9001:2008 documentation requirements;
- Instruct all applicable personnel on the use of documents generated;
- Provide one (1) printed copy and one (1) digital copy, of all documentation created, when finalized and accepted by the Customer

**Why Choose Us?**

- We offer **fixed-price contracts** and flexible hours of work, convenient to the Customer;
- Several successful completions (with references);
- Providing affordable and professional services (**compare** at up to \$1200.00 / a day +).

**What does the Procedure Package consists of?**

- A written account of how the company wants selected processes to be conducted;
- Any associated forms to document the completion of individual tasks of a process;
- Work Instructions (when necessary) to document each critical step of a process.

See “Document Flow Chart” for interrelationship of documents ...