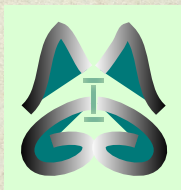


Mined the gap

Professional proof-reading and editorial services

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Captivating readers

Capturing ciphers

Capping writers

ABOUT US

Mined The Gap delivers high quality and low cost proof-reading and editorial services to a wide range of customers. We work with diverse clients including authors, businesses, publishers, public sector organisations and voluntary/charity groups.

By submitting your work to us you will see numerous immediate and longer term benefits:

- ✚ *We will maximise the impact of your written communications as we mine the gap between what you want to say and what the reader hears*
- ✚ *We will ensure your work is free from formatting and language errors*
- ✚ *We will save you or your staff valuable time by carrying out time consuming editorial checks and correcting errors*
- ✚ *Through the sharing and tracking of changes we help writers to improve their skills, enabling you or your staff to work quicker with each new piece of writing.*

STAFF

Director and Senior Proof-Reader: Paul Driscoll

Having achieved a first class honours degree in Theology from Brunel University, Paul went on to complete a Masters degree at Oxford University. He has regularly been involved in the writing and production of various document types including business plans, annual reports, funding applications, policy documents, customer information booklets, short stories, songs and academic articles. He is a published author having written various pieces on Doctor Who and Theology. Over the last twenty five years Paul has worked from operational to senior directorship level for various organisations within the public, private and voluntary sectors.

THE VALUE OF WORD-PERFECT PRESENTATION



Many of us remember fondly the BBC magazine show *That's Life*. As a regular feature the presenters would read out amusing signs that had been sent in by eagle-eyed viewers. Mistakes can be funny, but they can also be costly and detrimental. Yes they are embarrassing, but a few passing blushes are the least severe of consequences. They can weaken your credibility and undermine your otherwise brilliant and insightful work.

Aside from the obvious errors the more subtle and therefore harder to spot mistakes (e.g. the misplaced words, the double negatives, the missing punctuation) can be even more dangerous. Most of them fail to get picked up by even the most advanced of grammar checking software programs. The author no matter how competent is often too close to the work to notice. Such errors when left unchecked can result in your intended audience failing to grasp your message. In the worst case scenario your readership (be that a customer, examiner or potential employer) will receive wrong or even contradictory information.

Hiring the services of a professional proof-reader is a low cost and effective way of overcoming these challenges. You will be able to rest easy in the knowledge that your written communications are both accurate and effective.

SERVICES AND RATES

MTG GOLD SERVICE

Documents are checked for grammatical, punctuation, spelling and formatting errors. A corrected copy is returned within the agreed deadline along with an annotated copy listing all editorial amendments using industry standard approved BSI proof-reading marks.

MTG PLATINUM SERVICE

Documents are checked for comprehension, stylistic, grammatical, punctuation, spelling and formatting errors. A corrected and enhanced copy is returned within the agreed deadline along with an annotated copy listing all editorial amendments using industry standard approved BSI proof-reading marks.

MTG DIAMOND SERVICE

Documents ready to publish are created based on your style guide, genre, target audience and suggested content as outlined in your rough transcript/draft. Your draft is checked for factual, comprehension, stylistic, grammatical, punctuation, spelling and formatting errors before being worked into a final proof.

MTG BESPOKE SERVICE

A unique contract is drawn up with the client that can include a range of additional services. Work undertaken is tailored to your requirements but might include training your marketing staff on writing techniques, assisting your business in setting up a style guide, gathering and analysing customer feedback on your communications.

Rates are agreed individually with each client upon submission of a sample page. Typically our rates are:

Gold Service

from £9 per 1000 words.

Platinum Service

from £12 per 1000 words.

Diamond Service

£20 per hour with an agreed maximum fee or fixed price.

Bespoke Service

Individually fixed priced.

DISCOUNTS AND OFFERS

Student/benefit claimant discounts are available on our Gold and Platinum services. After a standard price has been agreed an additional 20% discount is applied.

Discounted Gold Service

from £7.20 per 1000 words.

Discounted Platinum Service

from £9.60 per 1000 words.

Your repeat custom is highly valued and therefore we also apply loyalty discounts, details of which are available upon request. Check out our Facebook page for other offers that may be available.

OUR COMMITMENT TO YOU

Upon receipt of your enquiry form and sample page we will provide you with both a quote and a timescale for completion. In most cases you will receive a response within 48 hours of submission. On occasions it will be necessary for us to gather further information before completing your quote. We have found that customers usually prefer to communicate electronically. However, telephone calls and site visits within certain geographical areas can also be arranged.

We do not set a minimum amount of work to be considered, however a minimum fee of £5 is applicable.

We will consider documents of any type, both printed and online.

It may be necessary due to the sensitivity of your documents for us to sign a Non Disclosure Agreement. We can provide a template for this if your organisation does not already use one. In all cases your confidentiality can be assured.

We will not claim any copyright for work we have edited, regardless of the level of service.

We may wish to keep some samples of the work we have completed for advertising and promotional purposes only. We will always seek your written permission beforehand.

VALUES

We believe our customers and their customers should be treated with respect at all times.

We adhere to the Society of Editors and Proof-readers Code of Practice.

We support the Plain English Campaign.

We value, account for and celebrate diversity amongst our customers and their readership.

We support freedom of speech and expression. However, we will turn down requests to edit materials deemed to be offensive or inappropriate.

We aim to empower our customers so that their literary and written skills improve each time they use our service.

HOW TO CONTACT US

For more general information please contact us on pauldriscoll@blueyonder.co.uk or Tel 07538145705

Or see our FACEBOOK business page Mined The Gap

To receive a quote please complete the following form and email in to pauldriscoll@blueyonder.co.uk, attaching your sample page.

NAME:

ADDRESS

E-MAIL:

TEL No:

JOB TITLE

COMPANY

STUDENT

(please state course and place of study)

LEVEL OF SERVICE REQUIRED

GOLD

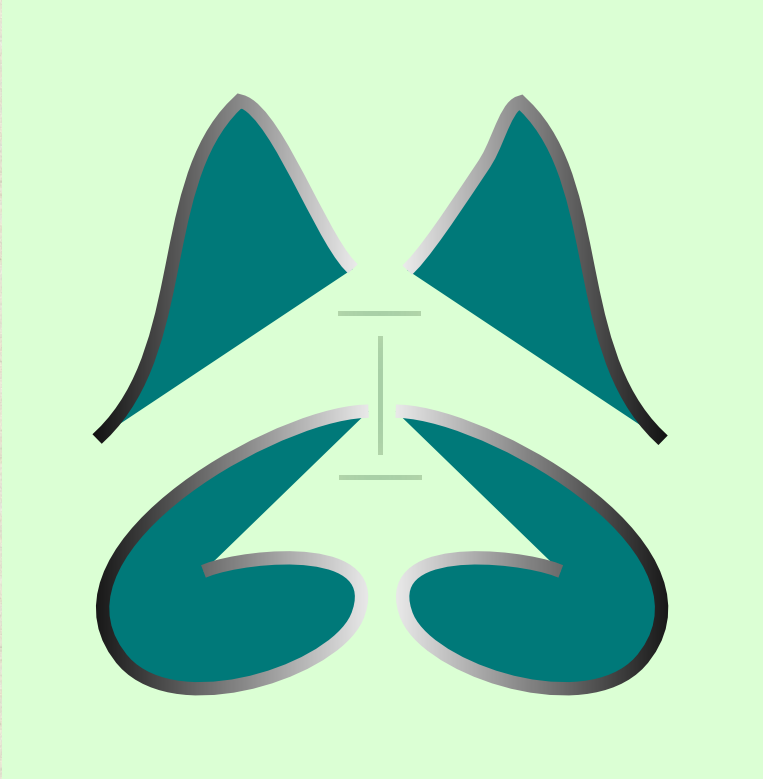
PLATINUM

DIAMOND

BESPOKE

DO YOU QUALIFY FOR ANY DISCOUNTS? Enter code 001 for student/benefit claimant, 002 for loyalty bonus or enter your online code below

REMEMBER TO ATTACH A SAMPLE PAGE FROM YOUR DOCUMENT



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