

SCRIPTORIUMPRO.COM

# Scriptorium

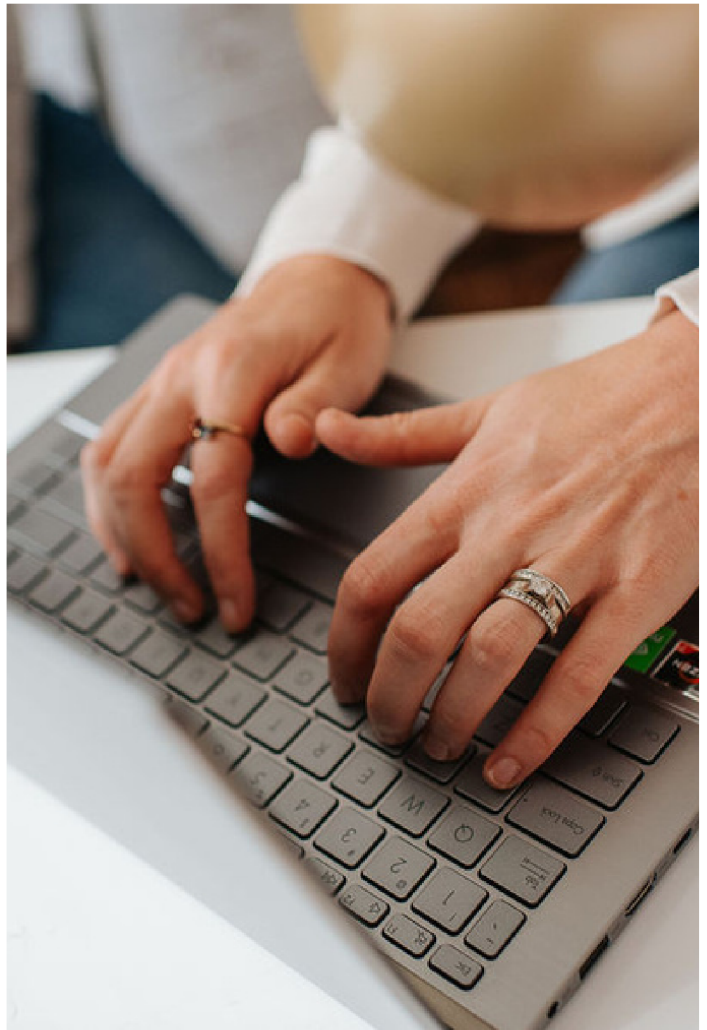
SINCE 2009 PROFESSIONAL WRITING SERVICES



TECHNICAL & BUSINESS WRITING

MAKING YOUR WORDS FUNCTIONAL





## LET US DO THE WRITING FOR YOU

Accurate, customized, professional documentation is foundational to running your business smoothly. But many companies struggle to find the time and resources to write the documents that they need. That is where Scriptorium comes in.

Scriptorium specializes in technical writing and business communications. Our writers pull together information and combine it into clear, concise, and functional documents. Our goal is to write in a way that reflects your vision and company values. Scriptorium can help at any stage in the writing process. We have the skills and experience to plan, develop, and write your project effectively and efficiently.

We are proud of our long-standing relationships with clients, entering as needed on one-and-done projects or working on a regular basis on a variety of projects like an extra employee. We value collaboration and work hard to create useful and user-friendly documents that our clients can be proud of.

Focus and thrive on what you do best by trusting us with what we do best. As a team of professional business communicators and technical writers, Scriptorium makes your words functional.



## WHAT IS TECHNICAL & BUSINESS WRITING?

**Scriptorium focuses on the internal communication and documentation necessary for your work. Technical writing communicates complex and technology-specific concepts in a clear and understandable way to the intended audience. Business writing encompasses reports, policies, presentations, and other communication projects that your organization needs internally or for your clients.**

### **Procedures & Safe Work Practices**

Scriptorium works with Subject Matter Experts (SMEs) in your organization to create customized instruction for your operations and technology. We understand how to create compliant safety and quality manuals that meet legislative, ISO 9001, and Certificate of Recognition (COR) requirements.

### **HR & Governance Policies**

Building on standard policies and procedures for human resources, operations, and board governance, Scriptorium creates custom policies that reflect your organization's values and work.





## **Reports & Proposals**

Scriptorium can provide support in organizing, polishing, and presenting a clear message in your reports and proposals. Scriptorium has experience collating and organizing information coming from your team and pulling it together into a cohesive report or proposal.

## **Training Materials & Instructional Design**

Scriptorium can help you develop your own orientation, safety, or operational training for in-house professional development. We can also capture your ideas to develop topic- or industry-specific courses that you can deliver to your clients and colleagues.

## **Forms & Templates**

Our team can create professional-looking templates and forms so you can present cohesive, professional documents that match your branding.

## **Strategic Planning & Project Management**

Need more than just our writing and editing skills? We can provide advice and help with planning and managing your documentation projects.

## **Document Management**

Once you have good documentation, it is important that your team can find it. We can offer advice and recommendations for naming, organizing, distributing, and protecting your documentation.



# WHO ARE WE?

Scriptorium, located in Edmonton, Alberta, specializes in communications, including technical writing and editing services and teaching-related workshops. Our mission is to collaborate with our clients to create functional communications tailored to their specific training and documentation needs. We have had the pleasure of working in a variety of industries, including:

- Construction
- Oil and gas
- Water and waste management
- Banking
- Not-for-profit
- Government

Our team is comprised of well-trained and experienced writers and instructors who love what they do.

## **Our writers know their craft.**

Each of our writers is educated and experienced in the communications field. We specialize in internal communications, capturing your processes and policies or other writing needs to help you run your business better. We work with people in a variety of positions, from management to field crews, and are comfortable gathering information from sources remotely, in the office, and in the field. With a combination of first-hand interviews and secondary research, Scriptorium crafts a written product that reflects your company's needs and message, leaving no trace of our involvement.

[www.scriptoriumpro.com/about-us](http://www.scriptoriumpro.com/about-us)



### **Our instructors know how to engage.**

We believe in the power of communication skills. Through Sidelight, we've developed practical writing workshops that focus on professional writing in the business world. Improving your team's communication skills can lead to better customer relationships and more collaborative company culture. Our writers' experience teaching in post-secondary and corporate environments allows us to customize our workshops to help with your specific communication challenges.

[www.sidelightworkshops.com](http://www.sidelightworkshops.com)

## WHERE TO START?

We are experts in gathering the information we need from SMEs to do what we do best: documentation. We have worked from interviews, notes jotted on napkins, videos, existing print materials, and first-hand product trials. Our goal is to make documentation as easy for you as possible.

We are ready to jump into your project at any stage of the writing process: planning, researching, writing, or polishing.







## LET'S GET WRITING!

1. Book a consultation.
2. Strategize with one of our leads.
3. Collaborate with our team to complete your writing projects.



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[www.scriptoriumpro.com](http://www.scriptoriumpro.com)



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