

The Write Context provides a comprehensive & professional service specialising in the preparation of business documentation. Working with care and to the highest of standards our documentation will show your organisation in the '**Right Context**'.

By applying hard won and longstanding UK and international business experience **The Write Context** will help you plan, prepare & improve:

- Business Plans
- Contract Drafting
- Contract Review
- Contract Risk Analysis
- Pre-qualification submissions
- Tender Preparation
- Project Planning
- Procedure Documents



"The Write Context is about business people doing writing, not writing people doing business".

So, how can we help you?

- **Are you seeking to start a new business - do you need help with your business plan?**
- **Are you expanding into new areas - is your business plan up to date?**
- **Are you concerned about the risk placed on your business by complex contract terms from clients?**
- **How up to date are the contracts that you use in your business - have your products and/or services changed?**
- **When did you last review your standard T's and C's? Do they cover all eventualities; for example, has your company structure changed?**
- **Does every tender response place you in immediate resource overload and threaten existing commitments?**
- **Do you forego opportunities to broaden your tendering horizons because of a lack of resources?**

The Write Context - that missing resource - just a phone call away

Many small businesses cannot justify or support the year round cost of a contracts or tendering department. Yet, when contract issues arise they usually need prompt attention. It's the same when tenders arrive; everyone is fully occupied and dedicating time to preparing a tender can become a crisis. Who can they turn to?

The Write Context "Virtual" department - "Actual" support

The Write Context can be your "**virtual**" contracts department; your "**virtual**" tendering department. A specialist resource on your doorstep, filling that gap, "as needed" - **switch it on** when required, **switch it off** when finished; keeping costs under control.

The Write Context draws on experience and knowledge acquired from more than twenty-five years of operations and contract management in a range of international locations - Europe, Scandinavia, North Africa, the Middle East, India, Asia and Australia.

Combining this experience with quality writing skills enables **The Write Context** to assist a variety of business styles and sectors to express themselves in a well-structured and accurate manner - a vital requirement when, for example, dealing with commercial agreements.

Working with many different businesses shows off one of our key attributes - being able quickly to identify and home in on the information required in order to build a picture. This makes us effective very quickly, even in business sectors with which we may not be so familiar.

A FEW RECENT PROJECTS

Many of these activities have been undertaken with the organisations concerned on a "stop/start" basis over the past 3-4 years covering assignments as they arise. They occupy time slots from a few days to many months.

■ **An Oxford based IT support organisation providing hardware and software network maintenance services requiring a revision of their SLA and maintenance agreements**

- Review existing commercial terms and conditions and make recommendations for revision.
- Drafting of revised terms to reflect the required changes, review and revision to provide final document.

■ **One of the UK's largest drainage maintenance companies providing drain clearance, jetting, CCTV, tanker services etc, requiring completely new terms and conditions to support a variety of operational profiles and activities**

- Consulting with the management team to understand the details of their operation.
- Preparing draft documents, joint review and production of the final release version.

■ **An Oxfordshire based commercial cleaning contractor requesting assistance with structural and contractual aspects of a formal tender**

- Carry out a detailed review of all tender requirements and deliverables and a risk analysis of the contract terms.
- Prepare conclusions as a written report and deliver in a review meeting.

■ **An Oxfordshire based specialist cabinet maker**

- Draft of a set of standard terms and conditions enabling the management of varied projects with minimal changes to contract terms on a project to project basis.

■ **An Oxfordshire based company specialising in the development of custom software to support the retail trade.**

- Review existing commercial terms and conditions and software licence agreements.
- Complete re-draft of new terms to reflect changes in the nature of the service supply.
- Review and revise to final working document.

■ **A Dublin based software developer now in a commercialisation phase after 6 years of R & D.**

- Develop a proposal structure to present beta trial opportunities to a series of potential clients.
- Draft the software license and contract structures to support the beta trials.
- Assisting with a business plan to communicate the commercialisation phase of the business.

■ **A business started in 2007 to deliver a novel software product to support remote access telecoms PBX maintenance.**

- Co-authorship of the business plan and participation in the pursuit of funding.
- Preparation of contract documents for partnership agreements, NDA's and MOUs, commercial T's and C's for product sales and service support, customised re-seller agreements.
- Preparation of proposals and the negotiation of contract terms with clients.
- Project management activities with new client installations.
- Drafting of website content and profile documents.
- Ongoing support on an as needed basis - primarily contract and tendering activities.

■ **A software developer specialising in hospitality industry telephony management wishing to develop a managed service element to their products.**

- Co-authorship of the business plan to create the new service sector.
- Preparation of the change management processes and operating procedures.
- Drafting of the contract documents to manage delivery of the new service.
- Implementation, following board approval, of the contractual and commercial changes.
- Responsible for leading initial successful proposals to leading international hotel chains.