

EMPLOYEE MANUALS FOR THE CORPORATE WORLD

Consider the Benefits of an Employee Manual!

An Employee Manual saves time, energy and money. It streamlines your policies and procedures, optimizes communication and places your company on legally safe terrain. A professionally written Employee Manual will contribute substantially to the efficient organization of your company.

CALL THE EXPERTS AT WORDEXPRESS !
(310) 260-7700 OR (800) 570-0700

We have been producing Employee Manuals for numerous corporations for many years!

❖ **WHY BURDEN YOUR STAFF WITH UNFAMILIAR TASKS ?** ❖

Avoid unnecessary headaches. Do not have an untrained person produce your Employee Manual.

Instead, put our professional writers in charge! **WORDEXPRESS will handle the entire project with expertise**, including writing, editing, proofreading, desktop publishing, and delivery of the finished product. Upon request, we provide legal certification.

❖ **ONE STOP TAKES CARE OF EVERY PHASE OF YOUR PROJECT!** ❖

*All Employee Manuals are customized and **tailored to the specific needs and requirements** of your company. They take the latest Labor Law developments into account. And last but not least... all your material will be treated with absolute confidentiality!*

❖ **CALL US TODAY FOR A FREE CONSULTATION AND ESTIMATE!** ❖

We will start out with a questionnaire to determine the size and nature of your project. Once your order is placed, **we will develop your Employee Manual step by step, in close cooperation and communication with your personnel department.** After the Employee Manual has been produced, we will update it regularly at a very reasonable price.

❖ **WHY NOT CONSIDER A TRANSLATION?** ❖

*Did you know that **WORDEXPRESS not only produces Employee Manuals in English but also in many other languages**, such as Spanish, Vietnamese, Chinese, Japanese, Korean, etc? If your company already uses an English Employee Manual and employs a substantial number of non-English speakers, it would make sense to do a foreign language version. **WORDEXPRESS can help!***

At WORDEXPRESS, we have more than 10,000 writers, editors, proofreaders, translators and desktop publishers at our fingertips. This allows us to carefully select those specialists best suited for your particular language project!