

**WORDSWORTH WRITING, EDITING, AND  
DOCUMENT FORMATTING SERVICES**

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**BUSINESS AND TECHNICAL  
WRITING, EDITING,  
AND DOCUMENT  
FORMATTING  
SERVICES**

*Words worth writing  
are ... words worth  
writing well.  
Wordsworth...  
because your words  
are worth it.*

**Wordsworth**  
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**SERVICES**

**Proofread & Format All Business  
Documents**

**Write, Edit, and/or Format Proposals and  
Reports**

**Provide Microsoft Advanced Word Training**

**Consult, Write, and Edit the Standard  
Form 330 (SF330)**

**Design Standardized Templates**

**Write Health & Safety Plans, Quality Control  
Plans, and Employee Manuals**

**Design and Format Documents of All Types**

**Consult on GSA Schedule Preparation**

**Proposal Writing for GSA Schedule  
Proposals**

**Design and Write Newsletters**

**Design, Write, or Edit Web Sites**

**Design Any Government Form or  
Personalized Form in Word or Excel**

# INTRODUCTION

**W**ordsworth Writing, Editing, and Document Formatting Services was formed in 1984 by Lori Jo Oswald, Ph.D. Since that time, Wordsworth has provided the following services.

**Edit & Format All Business and Technical Documents** – Dr. Oswald, Wordsworth’s owner and editor, has an extensive background in writing, editing, and researching agricultural, business, and engineering articles and other publications. She has served as an in-house editor for **pesticide, computer-aided design, Global Positioning System, Geographic Information System, health care, and pharmaceutical** magazines. Additional work includes writing a special historical edition of *Petroleum News Alaska* on ARCO Alaska, Inc., including 70,000 words of text; writing a column on engineering firms and topics for *Business News Alaska*; and writing many business articles for newspapers and magazines

**Write, Edit, and/or Format Proposals and Reports** – Wordsworth Writing, Editing, and Document Formatting Services has a broad range of **technical editing and writing experience**, including the following work for **engineering and environmental firms**: environmental remediation reports, storage tank release investigations, analytical reports, work plans, safety plans, and hazardous waste management materials. Wordsworth also customarily edits highly technical documents such as chemical data quality reviews. Other recent projects include researching and writing operations

and maintenance manuals, editing UST site cleanup reports for various sites throughout Alaska, and rewriting reports on spill cleanup and on UST and pipeline monitoring.

## **Provide In-house Training, “Brown Bags,” and By-phone Consultations on Writing, Editing, and Advanced Microsoft Word**

– Dr. Oswald has been a college-level educator since 1986 and has provided numerous brown bags and workshops for companies. In addition to degrees in English and Journalism, she continually updates her technological skills and knowledge by taking computer software courses and is close to

receiving four certifications and a degree in Computer Sciences from UAA, in addition to the four college degrees she already has. She has taught at the University of Alaska Anchorage, Alaska Pacific University, the University of Oregon, Green River Community College, Lane Community College, and Umpqua Community College.

### **Most-Requested Templates for Sale at Our Web Site:**

1. Style Guide for Engineering, Environmental, Construction, and Surveying Firms
2. Proposal Template in Word for A/E/C firms
3. Standard Report Template in Word
4. Employee Manual Template in Word
5. Health and Safety Manual Template in Word
6. Statement of Qualifications (SOQ) Template in Word
7. SF330 Form in Word & SF330 Access Database
8. Organizational Charts & Manual in Word
9. Resume Templates for Professional Firms in Word
10. Quality Control (QA/QC) Plan Template
11. Certified Payroll Form in Excel
12. GSA Schedules inWord, formatted with linked contents and highlighted sections for ease of filling out and completing. Proposal Template in Word for Nonprofit Organizations
13. Annual Report for Nonprofit Organizations in Word

**Consult, Write, and Edit the Standard Form 330 (SF330)** – Wordsworth personnel designed the SF330 in Word that is used by hundreds of companies throughout the U.S. We have also transferred many SF24/255 forms to the new SF330 for our clients.

**Design Standardized Templates** – Wordsworth’s style guides, report and proposal templates, and more have been purchased by firms throughout the U.S. A list can be seen out our Web site. In addition, we have written or edited and designed numerous Health & Safety Plans, Quality Control Plans, and Employee Manuals specifically for our clients.

**Design and Format Documents of All Types** – Wordsworth has been hired by

**HOW TO GET YOUR DOCUMENT EDITED:**

1. Call or e-mail us with your project needs.
2. E-mail your document.
3. We will return your document via e-mail in Microsoft Word using track changes (so that you can see what edits were made)
4. If you would prefer hard copy edits only, e-mail us for instructions on faxing your document or for pick up (in Anchorage and the Matanuska-Susitna Borough).
5. We will bill you, or, if you prefer to pay with a credit card, you can pay through PayPal. Our standard charge is \$55/hour.

companies to handle **researching, writing, editing, desktop publishing, interviewing, and word processing.** We are often asked to “fix” reports that come back from clients with comments and requests for changes. We have also written many company style guides to ensure accuracy and consistency in company

documents. *We design everything from newsletters to Web sites to reports and*

*proposals from a few to hundreds of pages in length.*

**Consult on GSA Schedule Preparation** – The staff at Wordsworth offers consulting services to assist with proposal preparation for GSA Federal Supply Schedules.

**Proposal Writing for GSA Schedule Proposals** - The staff at Wordsworth writes proposals for GSA Federal Supply Schedules. Call 907-745-5674 or email [ewright@wordsworthwriting.net](mailto:ewright@wordsworthwriting.net) for more details on this service.

**Design and Write Newsletters** – Wordsworth also **writes and designs newsletters, brochures, and catalogs.**

**Design, Write, or Edit Web Sites** – Wordsworth provides Web site design and updates to clients throughout the U.S.

**Design Any Government Form or Personalized Form by Office** –Through its sister company, Forms in word, Wordsworth personnel design all state and federal forms in an easy-to-fill Word format. These forms are sold on our Web site at [www.formsinword.com](http://www.formsinword.com).

## **KEY PERSONNEL**

**L**ori Jo Oswald, Ph.D.. is Owner and General Manager of Wordsworth Writing, Editing, & Document Formatting Services. She is responsible for all document editing. Dr. Oswald has provided advanced document formatting and technical editing for numerous government agencies and environmental, engineering,

and surveying firms. She also teaches workshops and classes on using Microsoft Word in technical writing. Dr. Oswald has a Ph.D. in English, over 18 years of technical writing and editing experience (including specializing in A/E/C firms since 1994), and will soon receive the Microsoft Office Support Specialist Certification. Dr. Oswald teaches technical writing at the University of Alaska

**Evelyn Wright, Wordsworth’s Business Development and Government**

**Contracting Specialist,** has over 22 years experience in document formatting, contract administration, and proposal writing. She has worked with surveying, engineering, and legal firms and has been responsible for researching and writing government proposals, maintaining project contracts, job costing, document formatting, proposal writing, editing, accounting, and maintaining small business certifications for the U.S. Small Business Administration and the State of Alaska Department of Transportation. Ms. Wright’s tasks include small business development, writing Business Plans and GSA Schedules, and transferring SF254/255 and general proposal information to the new SF330 federal proposal form.

**Additional Personnel**

Wordsworth’s additional staff include personnel available for assisting with researching, document formatting, and administrative work, as well as three document processors. All of these personnel have worked for Wordsworth over the past 3 years and are experienced working on proposals and technical documents.

## BUSINESS LICENSES & CERTIFICATIONS

Wordsworth is certified by the Alaska Department of Transportation and Public Facilities as a Disadvantaged Business Enterprise, by the U.S. Small Business Administration as a Small Business Enterprise and as a Woman Owned Business, and by the Municipality of Anchorage as a Woman-Owned Business. Wordsworth maintains valid business licenses issued by the State of Alaska and the Matanuska-Susitna Borough. Wordsworth is also a HUD Zone business.

### CLIENTS

*Below are just a few of our clients; see our Web site for more.*

- VECO Alaska
- ENSR Alaska
- Terra Surveys, LLC
- Numerous Federal & State Agencies
- Ericsson
- Alaska Native Tribal Health Consortium (ANTHC)
- LCMF, Inc.
- Bristol Environmental & Engineering
- Oil and Gas Reporter
- Petroleum News Alaska
- Lazy Mountain Research, LLC
- Montgomery Watson Harza
- Hattenburg, Dilley, & Linnell
- KIC Associates
- CRW Engineering
- Alaska Medical Clinics, LLC
- Chugiak Children’s Services
- Alaska State Fair
- Musk Ox Farm
- Hoefler Consulting Group
- Alaska Business Monthly