

# Rockatech Writing Services Packages

*Custom Book Writing • Technical Writing • Business Communications*

## Technical Writing

**I write, edit, & format complex business documents.**

**You get better communication tools—tailored to enhance compliance and efficiency.**



**Summary:** Top-tier expertise for creating clear, detailed technical and business documentation—effectively translating complex systems and intricate processes into streamlined, actionable, and fully compliant content that improves productivity and ensures effective messaging.

Package	Description
<b>Small</b>	<ul style="list-style-type: none"> <li>■ \$400 to 1,000, depending on scope, complexity, and time</li> <li>■ Typically a single document or set of related office files; may be a one-day training session</li> <li>■ 1 to 5 days is the typical timeline, depending on length &amp; complexity</li> <li>■ You share the intent, audience, branding, and technical information; I design, write, edit, format, etc.</li> </ul>
<b>Large</b>	<ul style="list-style-type: none"> <li>■ \$1K to 5K, depending on scope, complexity, and time</li> <li>■ Typically multiple files in various formats across documents, spreadsheets, presentations, graphics</li> <li>■ May include group training or independent coaching on business and writing tools or skills</li> <li>■ 5 to 15 days is the typical timeline, depending on length &amp; complexity</li> <li>■ You share the intent, audience, branding, and technical information; I design, write, edit, format, etc.</li> </ul>
<b>Retainer</b>	<ul style="list-style-type: none"> <li>■ \$1K to 4K, depending on scope, complexity, and time</li> <li>■ The monthly retainer fee is typically applied directly to recurring projects or initial monthly hours</li> <li>■ This maintains priority, continuity, and consistency over time—reducing your time &amp; effort</li> </ul>
<b>Hourly</b>	<ul style="list-style-type: none"> <li>■ \$100 to 250, depending on scope, complexity, and time</li> <li>■ Typically for short-term, open-ended, or undefined service projects</li> <li>■ This can be a good way to get started and better understand collaboration capabilities</li> </ul>

Each package provides tailored, high-quality writing services that ensure clear, compliant, and effective documentation, with flexible pricing based on scope, complexity, and timeline.

- **Primary Tools:** Microsoft Office applications: Word, Excel, PowerPoint, Outlook, Visio, SharePoint, OneDrive
- **Select any or all activities:** Drafting, writing, editing, reviewing, formatting, desktop publishing, consulting, & more

**Distinctives:** When it comes to technical writing, freelancers and inexperienced employees often fall short in terms of depth, industry-specific expertise, applying corporate branding, and compliance-driven consistency.

At Rockatech, I specialize in translating intricate processes, IT systems, and logistical operations into clear, accessible, reliable documents. I ensure that complex content is easy to understand and implement, boosting efficiency and compliance across your organization. Beyond basic documentation, I create actionable, streamlined content that stands the test of time. Instead of paying a full-time salary package with overhead, only pay for the results that you need, when you need it.

**Product Samples:** Explore a range of expertly crafted materials that enhance communication, streamline operations, and ensure compliance, tailored to meet the needs of fast-paced, mission-critical environments.

### Typical Tech Writing Process

- **Federal contracting proposals that win**—exceeding RFP requirements & evaluator expectations for compliance and compelling stories
- **Annual & Quarterly Reports** that not only inform your stakeholders, but also inspire and keep them loyal to you
- **Marketing brochures** that reinforce your brand and your message, while focusing on the perspective of your target audience
- **IT system manuals** for seamless onboarding and maintenance
- **Process documentation** that optimizes workflow efficiency
- **Policy documents** ensuring regulatory adherence & worker safety
- **Training guides** that reduce learning time and common errors

1. Conduct initial briefing
2. Determine target audience
3. Compile data
4. Approve Service Agreement
5. Establish design & branding
6. Draft content
7. Cycle reviews & revisions
8. Publish & distribute
9. Review & repeat

**Pricing:** Focus your investment on quality outcomes that drive your business forward, maximizing the value.

- **With a well-defined scope** of services, fixed-price packages are preferred; pay for your results, not my time!
- **Smaller packages:** 50% is paid to start and 50% is paid upon approved completion; streamlining results
- **Larger packages:** monthly or milestone payment options may be available to monitor and guide progress
- **Pricing is based** on scope, complexity (skills, effort, iterations, process) and time (length, urgency, variability)
- **Hourly:** With initial, open-ended, or undefined services, hourly rates may be applied using similar criteria

Question	FAQ Response
Tools?	Primarily Microsoft Office: Word, Excel, PowerPoint, Outlook, Visio, SharePoint, OneDrive, etc.
Templates?	I specialize in designing, enhancing, & automating document, spreadsheet, & presentation templates
Expert Level?	Advanced expertise in complex documents, workbook formulas, & presentation layouts
Automation?	Over 20 years of experience coding, implementing, & distributing Office VBA macro automation
High Pressure?	I'm comfortable managing large, critical, high-stakes, executive-level projects with sensitive data
AI Tools?	Years of Artificial Intelligence (AI) prompt engineering for brainstorming and performing analysis
Branding?	I produce materials that fully conform, support, and leverage your existing (or new) brand & style
Reviews?	I can perform a variety of reviews, including compliance, quality, grammar, messaging, & consistency
Graphics?	I provide a variety of graphics support, including diagrams, illustrations, photos, marketing materials

**First Project Free Policy:** You need a dependable writer to capture your ideas and communicate them effectively to your audience without wasting time or money. I aim to build a lasting partnership where I become a trusted resource for all your writing needs. My goal is to consistently exceed your expectations with valuable results. To eliminate risk, I offer my First Project Free Policy—a small writing task completed in a few hours at no cost. If you're satisfied, we will continue collaborating to achieve your communication objectives.

**Let's Work Together to Elevate Your Message.** With decades of writing and business experience, I'm ready to transform your ideas into powerful, professional content that enhances your brand. Whether you need a custom business book, clear technical documentation, or dynamic business communications, I'm here to help. Contact me today, and let's start a conversation about how we can collaborate for success.

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