



Thank you for your interest in my writing and editing services for businesses. If you would like to know more about my experience, review the attached resume and visit my website, [A Writer's Words, An Editor's Eye](#). Click on "What Others Say about Lillie" to read testimonials from a few of my clients.

Writing

- Write blog posts, articles, correspondence, proposals, training manuals, policy handbooks, news releases, and other business documents. I generally do not write advertising copy or SEO articles.
- You can e-mail me with your needs and information to be included or tell me where to find the information I need.
- If you prefer, we can visit by phone to discuss your needs and make sure I understand what you are looking for.
- After I have a good understanding of the desired end product and the amount of research and writing involved, I will give you an estimate for the total cost.
- I will prepare a draft for your review, make changes based on your feedback, and return for your review until you are satisfied.

Editing

- Edit documents of all kinds—from business letters to books—using Word's Track Changes.
- Perform at least three reads of the manuscript for the following kinds of edits (the first two are done simultaneously):
 - ◆ Copy/line/mechanical edit (correct grammar, punctuation, mechanics; verify facts and ensure consistency; clarify meaning and improve readability).
 - ◆ Content/structural/substantive edit (revise/move text for better flow; recommend the addition or deletion of material; re-organize and re-structure content for flow and clarity).
 - ◆ Proofreading (final review of entire manuscript after all changes have been made, including those made by other readers, if applicable).
- Provide a free sample edit (roughly five pages) for large projects (typically 100 pages or more) to make certain I understand the kind and amount of editing you want.
 - ◆ In addition to the pages to edit, you also need to complete a brief questionnaire giving additional information about the manuscript and include a synopsis or chapter summary to show all the material that will be covered.
 - ◆ Based on the time required for the sample edit, the length of the complete manuscript, and your answers to a few questions, I can give you an estimate of the total cost for the project.

Publishing/Desktop Publishing

- Design brochures, fliers, and other documents; create PDF documents to be distributed electronically or to be submitted to a printer for print copies.
- Layout interior—text and graphics—of manuals, workbooks, books, and other documents.
- Create a cover using client-provided graphics or licensed photos/images.
- Prepare PDF files for printing by a commercial printer or on a computer printer.
- Consult on publishing options and provide additional resources and publishing services for independently published books.

Terms:

- I maintain strict confidentiality of all your information.
- I am completely responsible for all work done for you; however an associate may perform some of the work on your project (such as the second round of edits on large projects).
- My normal hourly rate is \$80 to \$100, depending on the kind and size of the project, with a two-hour minimum. After I understand the scope of the project, I will give you an estimate for the job. I may negotiate a flat fee for larger projects.
- Here are some typical prices for standard business documents (prices will vary depending on the amount of time required for specific jobs):
 - Business Letters: \$100 for one- to two-page letter not requiring research
 - News Releases: \$240 for standard release; \$360 for release requiring research
 - Trifold Brochure: \$240 with information and graphics provided by client; \$480 - \$600 if I have to perform research and locate/acquire graphics
- I require a deposit, usually based on the size of the job, and bill for each increment as I send you work for your approval or as we negotiate for a project fee.
- Payment can be made by check or PayPal.
- The copyright to your documents is transferred to you as soon as the final payment is made.

I am usually in my office in the late afternoons and evenings (Central time) and respond promptly to e-mails and phone calls. I look forward to hearing from you.

Lillie Ammann

Lillie Ammann

Phone: (210) 344-5554 Fax: (210) 344-1958

Email: lillie@lillieammann.com Web Site and Blog: <http://www.lillieammann.com>

Resume

Summary of Qualifications

- Proficient in writing and editing for a wide variety of clients
- Skilled in helping authors with all phases of the publishing process
- Outstanding administrative and computer skills (MS Office; Adobe Acrobat, Dreamweaver, & InDesign; WordPress; more)
- Effective team player with skill in coordinating individual efforts into a cohesive whole
- Fast, efficient, flexible, and capable of working under tight deadlines
- Experienced in business management, with a strong customer service focus
- Exceptional organizational talent and excellent communication skills
- Strong commitment to excellence

Professional Experience

Writer, editor, consultant, San Antonio, Texas 1996 to present

- Assist authors with self-publishing (consulting or handling all the details)
- Write books and articles for publication (See "Publications")
- Write articles, blogs, and books for individuals and organizations
- Proofread, edit, and critique manuscripts for writers; copyedit novels for publishers
- Create and maintain Web sites
- Write business correspondence and other documents (such as resumes, newsletters, brochures, manuals, proposals, and bulletins) for business and nonprofit clients as well as individuals

Publisher and Editor-in-Chief, Our Mail Network LLC, San Antonio, Texas 2001 to 2009

- Started and managed publishing house, including marketing and promotion
- Developed writers' guidelines and policies
- Found, screened, and contracted with writers and editors for specific projects
- Edited and formatted articles for online distribution
- Designed and maintained Web site

President, Lillie's Interior Landscapes, Inc., San Antonio, Texas 1980-1996

- Established, managed, and built company to a client base of 300 businesses and annual revenues of a half million dollars
- Developed business plan and strategies, employee policies, and training program
- Hired, trained, and supervised up to 18 employees
- Designed interior landscapes and conducted sales and marketing
- Recognized as Charter Certified Interior Horticulturist (among the first 50 certifications nationally)
- Acquired other plantscape companies and eventually sold to Tru-Green Chem-Lawn

Education

- **Bachelor of Arts Magna Cum Laude, major: sociology, minor: psychology** 1968
Southwestern University, Georgetown, Texas

Professional Memberships and Honors

- EPIC (Electronically Published Industry Coalition)—Creator of New Voices Writing Competition, Chair 2005–2007, Judge & Committee Member 2008–present; EPIC Ebook Competition, Judge 2000–present; Co-Coordinator for Ebook Extravaganza 2002
- National Association of Independent Writers and Editors
- Association of Independent Authors
- San Antonio Writers Guild—past president /board member, creator of first Web site, first Webmaster
- *Who's Who in America* and numerous other *Who's Who* editions
- Nominated for Favorite Magazine/Ezine Editor in the 2001 Preditors & Editors Readers Poll; Awe-Struck Flash nominated for Favorite Nonfiction Magazine/Ezine

Publications

Books and How-to-Guides Written (*also designed the interior of the book; ** also created the cover and designed the interior):

- * [*Dream or Destiny*](#). GASLight Publishing, 2008. Romantic mystery novel.
- ** [*Fern's Fancies*](#). Self-published, 2009. Romance novel.
- * [*Stroke of Luck*](#). GASLight Publishing, 2004. (previously: Awe-Struck E-Books, 1999) Romance novel.
- ** [*Preserving Memories: How to Write a Family History*](#). Self-published, 2010. (previously: Our Mail Network, LLC, 2005)
- ** [*What Do Traditional Anglicans Believe?*](#) All Saints Anglican Church, 2010. (previously: Our Mail Network, LLC, 2003)
- ** [*Finding the Information You Need: Research Tips for Your Family, Business, and Personal Pursuits*](#). Self-published, 2010. (previously: Our Mail Network, LLC, 2002)
- ** [*The Secrets of Fantastic Houseplants*](#). Self-published, 2010. (previously: Our Mail Network, LLC, 2002)
- ** [*Editing Primer*](#). Self-published online, 2009.
- ** [*Self-Publishing Primer*](#). Self-published online, 2007.
- *How to Get Started in Network Marketing from Home*. Intelletua.com, 2001. Nonfiction e-book. (no longer available)
- * [*Look Beyond Tomorrow: The Carola Spencer Story*](#). Lillie's Lovely Little Publishing Company, 1998. Nonfiction paperback.
- * *Lillie's Lovely Little Gardening Book*. San Antonio: privately published, 1976. Indoor plant care booklet.

Published Books Edited (* also designed the interior of the book; ** also created the cover and designed the interior):

- * [*I Always Sit with My Back to the Wall: Managing Traumatic Stress and Combat PTSD Through The R-E-C-O-V-E-R Approach for Veterans and Families*](#). Dr. Harry A. Croft, M.D. & Rev. Dr. Chrys L. Parker, J.D. Stillpoint, 2011.
- ** [*Help! What Do I Do Now? Caring for Your Loved One with Alzheimer's*](#). Nancy Nicholson. Lillie's Lovely Little Publishing Company, 2010.
- * [*Hide and Seek with Scamper*](#). Patricia Eytcheson Taylor. Catch-A-Winner Publishing, 2010.
- * [*The Rewritten Word: How to Sculpt Literary Art No Matter the Genre*](#). Aggie Villanueva. Cielo Rojos Publishing, 2010.
- * [*Message in a Word: Inspired Succinct Sermons Uniquely Expressed*](#). Margaret Blincoe. Message in a Word Enterprises, LLC, 2010.
- * [*Scamper With the Peanut Butter Feet*](#). Patricia Eytcheson Taylor. Catch-A-Winner Publishing, 2010.
- ** [*My Life Story: Adventures of the Great Dane*](#). Borge Hansen. CreateSpace, 2010.
- [*Journal: Intimate Writings of a Relationship with God*](#). Aundrea Hernandez. One Ordinary Believer, 2009.
- * [*Adam's Daughters: Book 2 in the Westward Sagas*](#). David Bowles. Plum Creek Press, Inc., 2009. (2010 Finalist in the Historical Fiction category, International Book Awards)
- * [*Re-Deal: A Time-Travel Thriller*](#). Richard Turner. Showdown Creations, Inc. 2009.
- * [*Some Monument to Last: Memoir of TV Journalist James Muñoz with Family Poems and Letters*](#). James Michael Doughty. Doughty Enterprises, 2008.
- [*God, Wood Smoke, and Spark Plugs*](#). Kenniston Lord. Lulu.com, 2008.
- *Uncle Big Bud*. James E. Williams. HenryRetta, 2008.
- [*On the Wings of the Wind: A Journey to Faith*](#). Patricia Eytcheson Taylor & James C. Taylor. Langmarc Publishing, 2007.
- [*As Shadows Fall: People of the Frozen Earth Book 2*](#). Grace Anne Schaefer. GASLight Publishing, 2007.
- *The Last Boat Out: Memoirs of a Triumphant Vietnamese-American Family*. Truong Nhu Dinh & Tran Thi Truong Nga, translated by Truong Nhu Kenny & Ton-Nu Phuong-Thao. GASLight Publishing, LLC, 2006. (EPIE 2007 winner in General Nonfiction) (Out of print)
- [*Spring House: Book 1 in the Westward Sagas*](#). David Bowles. Plum Creek Press, Inc., 2006. (2007 Indie Excellence Award Finalist, Historical Fiction)
- *Wealth Untangled*, by Rob Turner. Salamander Bay, NSW, AUSTRALIA: Trober-X, 2004.
- [*The New Day Dawns: People of the Frozen Earth Book 1*](#). Grace Anne Schaefer. GASLight Publishing, 2004. (Finalist in the North Texas Book Festival Award in general trade book category)
- [*The Joy of Six*](#). Charlene Potterbaum. Page-Free Publishing, 2002.
- 12 novels. Titles available upon request. Awe-Struck E-Books, 2000-2001.
- *A Bouquet of Recipes from the Diocese of the Southwest, Anglican Church in America*. Jumbo Jack's Cookbooks, 1998.

Newsletters Edited:

- [*The All Saints Epistle*](#). Monthly newsletter of All Saints Anglican Church, San Antonio, 1998-2008.
- [*The Awe-Struck Flash*](#). Monthly Email newsletter of Awe-Struck E-Books, 2001-2002.