

# GET IT “WRITE” THE FIRST TIME!

PERCEPTIVE ENTERPRISES, INC. CAN  
CREATE OR ENHANCE YOUR WRITTEN MATERIALS!



## Company Profile

Perceptive Enterprises, Inc. (PEI) was established by Joseph Adams as a sole proprietorship in 1994 and incorporated in 1999. We provide expert professional services in a variety of diversity-based, community-based, and creative services, including **writing, design, proofreading, and editing.**

## Relevant Experience

Dalia Sabaliauskas, Project Manager of Creative Services, has 13 years of professional writing, proofreading, and editing experience in a variety of industries. Dalia has an excellent command of the English language, including grammar, usage, and punctuation. She also has an expert eye for detail, formatting, consistency, and aesthetics.

## We can create materials in the following disciplines:

### Sales and Marketing:

- ❖ Brochures, Flyers, Postcards
- ❖ Newsletters
- ❖ Executive Bios & Staff Resumes
- ❖ Website Content
- ❖ Press Releases
- ❖ Corporate Template Letters

### Operations:

- ❖ Policies & Procedures
- ❖ Operational Guidelines
- ❖ Forms & Checklists
- ❖ Operational Manuals
- ❖ Management & Executive Reports

### Training and Education:

- ❖ Staff Training Materials
- ❖ Motivational Materials
- ❖ Course Content
- ❖ Surveys & Questionnaires
- ❖ Job Descriptions

## OR.....We can take YOUR written materials to the next level!



If you prefer to use your own materials, let PEI's Eagle-Eye Proofreading and Editing Services take your work from great to super-great!

We **proofread** for grammar, usage, spelling, capitalization, punctuation, typos, consistency, etc.

We **edit** for content and impact.

We **format** for layout and aesthetics.

## Frequently Asked Questions:

Q: Should I use:

- its or it's?
- ensure or insure?
- me or myself?
- principal or principle?



Q: Are punctuation marks placed inside or outside quotation marks?

Q: Should I underline or italicize book titles? Magazine titles? Newspaper titles?

Q: May I end a sentence with a preposition?

Q: When should I capitalize words like "federal" and "state"?

**We can answer these and all of your questions. The English language is our passion — we guarantee our work and *your* satisfaction!**

**Please contact Dalia Sabaliauskas at (626) 216-2767 for more information.**

**Perceptive Enterprises, Inc.**

844 Colorado Boulevard, Suite 204 ▪ Los Angeles, CA 90041 ▪ Phone (323) 254-5000 ▪ Fax (323) 254-5111