

# Business Grow

## Professional Editing & Writing Services



### WHAT WE DO

Business Grow specializes in improving business communication for Japanese and foreign organizations by providing **professional writing, editing and business promotion services**. Our end-to-end **interview and professional writing service** can provide customers with high quality documentation, website and promotional material, internal and external documentation such as newsletters, staff biographies, case studies, and more. Our **editing service** can help customers polish up marketing materials, or write them from scratch. Translation services are also available.

### SERVICES

To further improve marketing material and business image, we can:

- Write high quality articles and content for brochures and websites, and check existing publicity articles and advertising material to ensure they are effectively promoting the business.
- Provide high quality Business Bios to promote any company, person, product or service.
- Write sales/marketing letters, case studies, corporate fact sheets, newsletters, advertorial, etc.

Website and document checking services available for:

- Web pages and company documents
- Advertising material, brochures, manuals, etc
- Application forms, letters, e-mails
- Reports, presentations, financial forms
- Writing documents, manuals, procedures, etc. in English.

Business Grow has either directly edited or carried out work for the below companies on behalf of an intermediary.

- Microsoft Corp.
- Oracle
- Exxon Mobil
- SAP
- Toyota Corp.
- NTT DoCoMo
- JR East, & more

TRANSLATION – please enquire for more information

SERVICE	DESCRIPTION	RATES
PUBLICITY ARTICLES / FEATURE WRITING	Interviewing / Photography	Variable cost
	Feature and/or article writing	¥7,500 / page *1
BUSINESS BIOS	Promote yourself, your business, products and services with eye-catching style. Info: <a href="http://www.businessgrow.net/documents/BBio-Profile.pdf">www.businessgrow.net/documents/BBio-Profile.pdf</a>	Please enquire
BUSINESS LETTER WRITING	Writing business, marketing letters, etc.	¥5,000 / page
	Checking business, marketing letters, etc.	¥2,000 / page
WEBSITE / DOCUMENT CHECKING	Checking and updating web pages and company documents	¥1,800 / 280 words *
WRITING ADVERTISING MATERIAL, MANUALS, PROCEDURES, etc	Producing high quality business documents for internal and external use	¥7,500 / page *
TRANSLATION	English ↔ Japanese	¥3,500 / page *2 (or 400 kanji)

\*1 One page = 280 English words

\*2 May vary depending on complexity

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