DOCUMENTS

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The point first. Everything else in its place.



**Barycentric Solutions**

barycentricsolutions.com

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Long emails nobody reads. A policy that causes the same questions every week. We rewrite business documents so the reader gets the point in one fast read: the main point first, short sentences, a layout you can scan.

| PACKAGE | WHAT YOU GET |
|---|---|
| Basic | Up to 1 page (about 500 words) |
| Standard | Up to 5 pages |
| Premium | Up to 15 pages (SOP or handbook), plus a one-page quick reference |

Every job gets a quote. Tell us what you need, and we send one fixed price before anything starts. No project is too big or too small. Contact us for a quote.

## Good fits

SOPs, employee handbooks, policies, proposals, client emails, reports, and website “about” and service pages.

## What you get

- The rewrite, in your voice, nothing important dropped
- A short summary at the top
- A change note: what moved and why

## How we check it

- Every number, phone, date, web address and named law is checked against your original
- Requirement words (“must”, “may”) keep their strength, line by line
- Each rule keeps who it covers and when, so it never quietly grows or shrinks

## Before and after

A government brochure opened with a paragraph about who distributes it. The rewrite opens with what the tenant needs to know, in two sentences — then lays the same rights out one plain idea at a time. **The main point first. Every right kept.**

Send the document, who reads it, and what the reader must do after reading. Sample built from a public brochure; not a government publication.