

## Capability Statement

### Core Competencies

- **Expert copyediting and proofreading** for federal, state, and local government communications, policy documents, and public-facing materials
- **Specialized handling** of technical documents, policy papers, and training materials requiring compliance with government style requirements
- **Advanced quality control processes** ensuring accuracy, consistency, and adherence to strict deadlines in high-stakes documents
- **Secure processing of sensitive information** with established confidentiality protocols and information security standards
- **Plain language expertise** to enhance readability and accessibility of government communications

### Differentiators

- **Specialized team expertise:** 171 combined years of professional editing experience with advanced certifications from recognized industry authorities
- **Software proficiency:** Complete flexibility across government platforms, including Word, Acrobat, Google Docs, Canva, SharePoint, and others
- **Quality assurance:** Multi-level review process with editing tools including PerfectIt and custom Word macros for consistent excellence

### Corporate Data

**Founded:** 2005

**Structure:** EDWOSB

**Team Size:** 11 members

**DUNS:** 04-269-1612

**UEI:** QHLYCNJZHU69

**CAGE Code:** 9YXB5

**NAICS Codes:** 561410, 513130, 541810, 541820, 611430, 711510

**Payment options:** Credit and purchase cards, Zelle, ACH, Wire

### Contact Information

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- **Award-winning leadership:** Owner Erin Brenner is the 2024 recipient of the Robinson Prize from ACES: The Society for Editing
- **Comprehensive information security:** Fully documented Information Security Policy ensuring protection of sensitive government information

### **Past Performance**

#### **Security Think Tank**

- Copyedit national security policy reports and white papers
- Ensure consistency across complex technical documents
- Enhance clarity of specialized content for broad government audiences

#### **University of Colorado**

- Copyedit behavioral health research modules
- Manage coordination of multiple editors with strict project deadlines

#### **Trinity Church New York**

- Copyedit and proofread dozens of grant applications semi-annually
- Deploy coordinated team approach under tight deadlines
- Maintain quality control for documentation with significant funding implications

#### **Government Department**

- Successfully awarded first government contract (commencing 2025)
- Demonstrated capability and compliance with federal requirements



## Professional Editing for Government Documents

### Precise. Secure. *Compliant.*



**Erin Brenner, owner**  
 978-996-0389  
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Technical documents. Policy papers.  
 Training materials. Reports.

To be actionable, government documents need to be clear and accurate.

Contact Erin today to learn how we can help!

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