



Deals are made and partnerships forged over well-written words. Their power is the foundation for the work AskChela LLC does with small business owners of almost any industry and niche. Our services include content support, strategy and management – all propped up by **Second Set of Eyes by AskChela**, a service that offers clients reviewing and polishing of their existing written content.

Ready to get your content in working order? Contact AskChela today!

571-252-9824
www.AskChela.com

AskChela LLC is owned by **Chela Hardy**, a longtime Virtual Author & Speaker Assistant. A writer and workshop facilitator herself, Chela is the author of *Noted! Business Lessons Learned from Twenty-Two Years of Virtual Assistance* (March 2024).



Chela's process is communicative and timely, and her work is impeccable. She not only suggested better word choices, she also identified areas where I could enhance clarity in my writing. I highly recommend her for anyone seeking efficient and trusted proofreading services!

~**Kelsey Duckett**
Kelsey Duckett Consulting

CONTENT & COMMUNICATION SUPPORT *for Small Business Owners*

Your valuable content deserves to be polished and professional before it goes out to clients and customers. AskChela can help!

CONTENT SUPPORT

Through its Second Set of Eyes service, AskChela works with small business owners to help them polish the words they write to their clients and target audiences. Check the list below to learn more about the types of short-form documents and intellectual property we review, proofread, and lightly edit (grammar, punctuation, typos, spelling, context, et cetera).

Intellectual Property

- Speaking notes/speeches
- Submission forms/applications
- RFPs
- Book and grant proposals
- Low-content journals & planners
- Interview transcriptions
- Slides/worksheets/handouts
- Articles/newsletters/blog posts
- Reports/white papers/case studies
- Workshop/seminar/webinar notes
- Course/training materials
- ...and more

Marketing & Publicity

- Collateral materials
- Marketing/action plans
- Press releases
- Website content
- Media kits
- Speaker one-sheets
- Signature talk descriptions
- ...and more

CONTENT STRATEGY

Without an organized process in place, it's very easy to lose track of your valuable intellectual property. AskChela's content management service was crafted to address that challenge, starting with a thorough inventory of your published (or even unpublished) content, a plan to organize it, and an easy-to-follow digital filing process you can use going forward. And if you're stuck on what to do with your cache of content, AskChela has affordable strategy session options to help.

COMMUNICATION SUPPORT

Not feeling confident about your communication style with clients? Book a free discovery call to chat about how AskChela can help you put your best words forward in your outreach emails to prospective and current clients.

BOOK A DISCOVERY CALL

AskChela.com