

## Services Information

### QUALITY ORGANIZER

Motivated by building relationships

#### ARE YOU READY TO:

**Be More Organized?**

**Eliminate Waste In Your Organization?**

**Increase Productivity?**



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We create systems for growth by organizing processes, procedures and eliminating waste to establish control, consistency, and give customers confidence you can meet their needs.

Allow our 12 years managing quality systems using ISO 9001 help you organize your operation and improve employee performance. We work with service and manufacturing companies.

\*\*\*\*\*We utilize conference calls, Web Meetings and Video Conferencing when working with our clients. We pay a 5% referral fee for signed agreements up to one year. \$25 minimum\*\*\*\*\*

**Free Consultation.....Free!**  
During the **one hour consultation**, we review the current system by looking at the processes, procedures, supporting documents (forms, checklist, check sheets, etc.), tools and resources used (software, people). **A customized action plan is provided after the consultation.**

**System Organizing.....\$250/base**  
We create a process map/flowchart, develop two procedures, and create forms and checklist required to complete one process. We work with **Human Resources Departments** to create an organized system to train new hires, help improve employee performance and **reduce the risk** of employees leaving with pertinent information. We use Lean principles and tools to create an organized system without waste. **Two + employees.....\$225/base**

**ISO 9001 Consulting.....\$85/hr**  
This consultation is designed for companies new to ISO 9001, ISO 9001 certified, and for companies that comply with the ISO 9001 standard. We work with quality teams to help make improvements to the quality system process.  
**Call for a quote if you are pursuing the ISO 9001 initial certification.**

**Quality Audits.....\$750/base**  
We perform the following types of audits: internal (product, process, system) and supplier. We review previous internal and external audit reports, corrective action reports, improvement documentation, non-conformances, customer complaints, purchase order agreements, and (SOW) statements of work.

**Organizing With Quality In Mind<sup>SM</sup> Workshop.....\$95/person**  
The **90-minute** workshops are held at chamber of commerce locations, conference centers, on-site business conference rooms, and through Webinars. The workshops are structured using ISO 9001, Lean Principles, Lean Tools, and organizing tips and information. These workshops can be tailored for a specific topic, or industry. **Learn about the ABC's of Procedure Writing!**  
**Three+ employees: (\$75/person) Webinars: (\$45/person)**

**Speaking Engagements.....\$250/base**  
We speak about various topics pertaining to business operation organizing, quality management, and improvement. The groups include women groups, small business owners, and company associates.

**Testimonial** *"Beverly was able to come into a company where she had never worked before, organize and set up the project, work with six different department managers and QA and pull it all off without a hitch."* **Ginger/WuxiAppTec**

