

## **commas.co.uk**

The quality of the written material you produce, commission, publish or manage is all too often not just an indicator of the abilities of its authors. It can also reflect directly on your business, your brand and your image, and on your company's overall attitude to excellence.

At commas.co.uk we specialise in writing engaging and original copy for a range of different audiences and purposes, and also in editing existing copy to bring it up to the highest standards of clarity, consistency and accuracy of language and presentation.

We work across the print and electronic media, and are ready to assist you with any particular project you may have. Please feel free to contact us for further information, or to discuss your requirements in detail.

### **COPYWRITING**

We offer a full copywriting service covering a range of material for different purposes and varied audiences.

For advertising or marketing copy, brochures, newsletters, Web content or any other written project, we assure you of a high quality service and outstanding copy tailored to your specific needs.

We can produce creative and engaging written content of a consistently high standard, and if required we are ready to work with your designers and other in-house professionals to achieve the results you want.

### **COPY EDITING**

If you have copy that needs editing, re-writing or adaptation to a new purpose, we can give your written material the thorough revision it needs to bring it up to the standard you expect.

Our experience of a very broad range of writing and editing, across both print and electronic publishing, allows us to offer a reliable and thorough copy editing service, whatever your source material.

Whether your piece of work needs to be 'fine tuned', extensively re-structured or re-written, moulded to your house style, reduced in length or aimed at a different audience from its original one, we can produce the finished work that you require.

## **PROOF-READING**

We provide a meticulous and thorough proof-reading service for all Web and print copy.

Whether you require a 'one-off' service for printed materials, or continuous proofing of content on a fast-changing website, we can ensure that your text is well written, accurate and free of errors.

Our wide experience of both on-screen proof-reading and the traditional mark-up of proofs for print publishing allows us to work across the full spectrum of written English material to a consistently very high standard.

## **LANGUAGE SERVICES**

Initially founded as a Polish company in 1997, we now offer a full Polish-English translation service based in the UK.

Operating in partnership with sworn translators in Poland, we can provide legally notarised translations as required, for business, legal, immigration or other purposes.

All translations are the combined work of a 'native pair' of translators, in other words, a translator who is an English native speaker and a translator who is a Polish native speaker will collaborate on your project to ensure that the result is of the highest possible standard.

We draw on a wealth of experience in the field and value highly our reputation for quality.

In addition we can supply Polish interpreters (within the UK only), depending upon their availability at the times you require.

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