**POWER POINT DESIGN & EDITING**

Your first and last name:

Name of your company (if any):

TYPE of SERVICE: Complete slide set preparation Slide set editing & review English scripting Other

WHEN MUST THE PROJECT BE COMPLETED:

DESCRIPTION OF SERVICES:

* *Complete slide set preparation* – You send us Figures and Figure legends (Figure description). We create the entire presentation in PowerPoint format using a standard PowerPoint template or a custom-made design (please also select “PowerPoint presentation” under the “Graphics Design” menu).
* *Slide set editing and review* – You send us a draft of your presentation in PowerPoint format. We will review and edit for style, consistency and accuracy.
* *English scripting* - You send us a draft of your presentation in PowerPoint format with a draft of the text for the accompanying oral presentation. We will re-write the text into standard English suitable for presentation at international meetings. Up to ten (anticipated) questions and answers related to the presentation are included with this service. This service can be added to either the “Complete slide set preparation” or to “Slide set editing and review”.
* *Other* - Custom services are available.

*Please attach the relevant document(s) to your outgoing Email.*

