

General Services Administration**Federal Supply Service****Authorized****Federal Supply Schedule****Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The Internet address for GSA Advantage! is: GSAAdvantage.gov.

Schedule 69, Training Aids, Devices & Instructor-Led Training

2FYA-AR-060001-B—Refresh 3, FSC GROUP 69

Instructor-Led Training 27-400

Contract # GS-02F-0145U

For more information on ordering from Federal Supply Schedules,
click on the FSS Schedules button at fss.gsa.gov.

The contract period is from September 3, 2008 through September 2, 2013

Berry Writing Group is a Small Business.

Ordering Contact

Stanley J. Berry

Berry Writing Group, Inc.

16230 15th Ave N

Minneapolis, MN 55447-2806

Phone: 612-578-1487

Fax: 952-449-0499

Stan@BerryWritingGroup.comBerryWritingGroup.com

Prices shown herein are net (discount deducted)

Customer Information

1a. Special Item Numbers (SIN) awarded: 27-400 Instructor-Led Training. Descriptions and prices listed below on pages 4-7.

1b. Lowest priced model number and lowest unit price:

Online	Writing to Get Things Done	\$304.95
Classroom	Taming the Wild Grammar Beastie	\$4,000

1c. Hourly rates, description of all corresponding commercial job titles, experience, functional responsibility and education for types of employees or subcontractors who will perform: Not applicable

2. Maximum order: \$1,000,000

3. Minimum order: \$304.95

4. Geographic coverage: International

5. Point of production: Minneapolis, Hennepin County, Minnesota

6. Discount from list prices or statement of net price: Prices shown herein are net (discount deducted).

7. Quantity discounts: As stated for *Writing to Get Things Done* – Online Course

8. Prompt payment terms: No additional discounts for prompt payment (Net 30 days)

9a. Government commercial credit cards are accepted at or below the micro-purchase threshold. No discount is offered for payment by Government credit card.

9b. Government commercial credit cards are accepted above the micro-purchase threshold. No discount is offered for payment by Government credit card.

10. Foreign items (list items by country of origin): Not applicable

11a. Time of delivery: Standard orders are shipped by ground delivery within 48 hours of order receipt.

11b. Expedited delivery: Items available for expedited delivery are noted in this price list with an airplane symbol. ✈

11c. Overnight and 2-day delivery: Expedited delivery is available at an additional cost. Contact Berry Writing Group for rates.

11d. Urgent Requirements: Contact Berry Writing Group to affect the fastest delivery possible.

12. F.O.B. point: Destination. Training materials ship from Minneapolis Minnesota, 55403-2723

13a. Ordering address: Berry Writing Group, 16230 15th Ave N, Minneapolis, MN 55447-2806

13b. Ordering procedures:

- Online courses may be ordered at BerryWritingGroup.com or by telephone.
- Classroom seminars are ordered and scheduled by telephone.
- Pricing does not include travel costs and expenses.

14. Payment address: Berry Writing Group, 16230 15th Ave N, Minneapolis, MN 55447-2806

15. Warranty provision: Not applicable

16. Export packing charges: Not applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): In accordance with government commercial credit card program guidelines.

18. Terms and conditions of rental, maintenance, and repair: Not applicable

19. Terms and conditions of installation: Not applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not applicable

20a. Terms and conditions of any other services: Not applicable

21. List of service and distribution points: Not applicable

22. List of participating dealers: Not applicable

23. Preventive maintenance: Not applicable

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not applicable

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov: Not applicable

25. Data Universal Number System (DUNS) number: 167084362

26. Notification regarding registration in Central Contractor Registration (CCR) database: Contractor is registered in the Central Contractor Registration (CCR) database.

Description and Pricing

SIN 27-400 Writing to Get Things Done

Self-paced Online: 4-6 Hours

Course Description: This exciting, popular, self-paced online program teaches participants to use emails as a powerful tool for getting things done. They will learn to write quickly and effectively – saving time for themselves and their readers. They will impress others with their ability to get to the point quickly, clearly, and concisely!

This course will untangle syntax, straighten logic, pare away unnecessary words and make internal and external communications clear, crisp and to the point. As a result, peoples' effectiveness will improve by leaps and bounds!

This program ends the "tag-you're-it" e-mail syndrome, where people write stream of consciousness e-mails in the hope that something will get done.

Target Audience: This is not a remedial writing program for "problem writers." This course is for everyone who uses writing to get things done. This seminar is a must for managerial and professional staff whose job requirements include effective written and email communications.

The online course "Writing to Get Things Done" is packed with:

- Interactions and animations
- Writing samples with rewrites
- Short video clips and narration
- Games and quizzes

You will learn to:

- Clarify your thoughts before writing
- Separate the reader's needs from the writer's needs
- Separate the thinking process from the reporting process
- Use our three writing models
- Use simple language vs. "business speak"
- Develop a tone that encourages cooperation

Includes:

- Companion workbook
- Quick-Check Skills Card
- **12-month** personal consulting with writing coach

Volume Pricing (Cost per License)

- 1-3 = \$304.95 each
- 4-9 = \$299.95 each
- 10-24 = \$249.95 each
- 25-99 = \$199.95 each
- 100-249 = \$180 each
- 250-999 = \$162 each
- 1,000-9,999 = \$146 each
- 10,000 = \$132 each

Expedited shipping option available



SIN 27-400 Writing to Get Things Done**2 Day Seminar**

Course Description: This exciting, popular seminar teaches participants how to use writing as a powerful tool for getting things done. They will learn how to write quickly and effectively – saving time for themselves and their readers. They will impress others with their ability to get to the point quickly, clearly, and concisely!

This seminar will untangle syntax, straighten logic, pare away unnecessary words and make internal and external communications clear, crisp and to the point. As a result, peoples' effectiveness will improve by leaps and bounds!

This seminar ends the "tag-you're-it" e-mail syndrome, where people write stream of consciousness e-mails in the hope that something will get done.

Target Audience: This is not a remedial writing program for "problem writers." This course is for everyone who uses writing to communicate information. This seminar is a must for managerial and professional staff whose job requirements include effective written and email communications.

Course Objectives: The skills/concepts provided in this program teach people to present their ideas clearly in all business communications, regardless of length or medium, including letters, memos, reports, voice mail and e-mail messages.

Participants will learn how to:

- Clarify thoughts before writing.
- Separate the readers' needs from the writer's needs.
- Use the inverted-pyramid principle of organization.
- Use a listing paragraph format to highlight key ideas.
- Use the language of getting things done vs. business speak.
- Develop a professional tone that encourages cooperation.
- Use our three models of organization for all business writing/emails.
- Write technical information to non-technical people

Includes:

- Pre-Seminar Analysis to customize your session
- Seminar workbook
- Quick-Check Skills Card
- **12-month** personal consulting with writing coach

Seminar Fee	\$7,000
Price per each additional participant over 25	\$450 (\$225 per day)
Minimum/maximum participants:	1/50

SIN 27-400 Writing & Polishing Effective Procedures**2 Day Seminar**

Course Description: This seminar is designed for those professionals who need to write or edit procedures or processes. Participants learn a simple, fast and effective method of writing instructions that are easy to follow. This helpful and timesaving seminar is for all employees who need to write procedures—from simple desk procedures to complex user guides.

Target Audience: This course is recommended for those who must write instructions for others to follow. We have presented this seminar for technical and non-technical groups, and both have found it to be very effective.

Course Objectives: Participants learn a simple task analysis process that makes managing and writing the project quick and easy. They learn to write from a “reading as you work” viewpoint. People are amazed at how more simple procedure writing can be when using these skills:

- Mapping out a task before writing
- Highlighting key points for non-technical audiences
- Using the nine basic formats for procedures
- Organizing the document in a logical, sequential manner
- Using bullets, indentations and headings to make the organization visually apparent to the reader
- Using clear, concise language in communicating technical information
- Managing the procedure writing project

Includes:

- Pre-seminar analysis of participants' writing
- *Writing and Polishing Effective Procedures* guide book
- **12-month** personal consulting with writing coach

Seminar Fee	\$7,000
Price per each additional participant over 25	\$450 (\$225 per day)
Minimum/maximum participants:	1/50

SIN 27-400 Taming the Wild Grammar Beastie**1 Day Seminar**

This seminar presents up-to-date solutions to the most prevalent grammar problems found in corporate America today. This fun, fast-paced, thought-provoking seminar is for everyone who wants to brush up on grammar skills—from entry-level employees to senior management. Never waste time again by asking, “Have I said it correctly? Is it ‘who’ or ‘whom’? Should I place a coma here?” The workshop teaches standard American usage for the kinds of problems people most often experience with punctuation, grammar, and proofreading and clear sentence construction.

Target Audience: This course is designed for all professionals who communicate in writing and want to deliver their message with clarity and professional polish.

Course Objectives: We begin by helping participants build their grammar profile of strengths and weaknesses. From there we will tame the “grammar beastie” by clarifying the true nature of grammar, debunking popular myths from English 101, teaching non-grammatical solutions to grammar problems, and reviewing current standard American usage for

- Subject/verb agreement
- Pronoun usage
- Current punctuation usage
- Sentence structure
- Correct word choice
- Current capitalization usage

Includes:

- Grammar profile instrument with pre-seminar analysis
- 235 page text and reference guide
- **12-month** personal consulting with writing coach

Seminar Fee	\$4,000
Price per each additional participant over 25	\$225
Minimum/maximum participants:	1/50