

Draft Completion and Short Notice Work Policy

1. Standard Draft Completion Time:

Our company is committed to delivering high-quality results for all projects. To ensure this, the standard time frame required to complete a draft is between 1 to 2 weeks from the date of assignment. This period allows our team to thoroughly research, draft, and review the document to meet the required standards and client expectations.

2. Short Notice Work:

We understand that sometimes urgent circumstances require faster turnaround times. If a project requires completion in less than the standard time frame, it will be considered short notice work. Short notice assignments will incur a fee at twice the normal expense rate to

accommodate the additional resources and overtime needed to meet the deadline.

3. Requesting Short Notice Work:

Clients requesting short notice work must specify their requirements clearly and confirm their understanding of the associated increased expense rate.

Approval of the additional fee is required before commencement of the work.

This policy ensures that our team can manage workload effectively while continuing to deliver high-quality, timely results for all clients.

