

Red Pony specialises in producing clear, concise and compelling content for traditional and new forms of communication.

Our services extend far beyond the written word - we take a holistic view of each project to recommend a strategy that will deliver the best possible result.

We offer a responsive and personalised approach backed by considerable experience and expertise to deliver targeted documentation for all requirements.



## Red Pony | Microsoft Word templates

### Save time and money

By creating Microsoft Word templates for common documents and defining a set of text styles, organisations can quickly and easily produce documentation consistent with the corporate brand.

Unfortunately, many people simply don't know how to make the most of these features in MS Word and waste time formatting documents manually.

Our MS Word template development and training services can save your organisation time and money by giving your staff the skills and resources to make the most of this ubiquitous business tool.

Furthermore, a solid template design will dramatically streamline any future graphic design or printing processes you undertake.

### Transparent development process

Red Pony has developed a simple, transparent process for producing customised templates according to each client's requirements. We identify and document the range of styles and formatting for each template.

We then develop a design specification based on the client brief. Only when the client has approved this specification do we begin creating the templates.

The templates are tested on different platforms and optimised for the designated version of Microsoft Word before being sent to the client for final approval.

### Complete template suite

Red Pony can produce a range of customised templates including:

- letterhead and fax cover sheets
- business process documents
- client advice letters
- marketing materials
- proposals and tenders.

We can also provide training for your staff to help them use the styles and formatting functionality within Microsoft Word, including how to create new templates and text styles.

Talk to Red Pony today to discuss your Microsoft Word document template requirements.

" Previously time was spent manually formatting documents, now all staff need to do is to select the appropriate template—a development that has undoubtedly improved overall productivity."

Colin Cheung  
Actuate IP Group

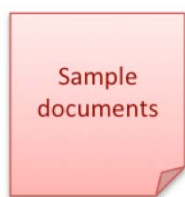


## CONTACT

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## Six-step development process

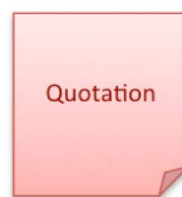
Red Pony has developed a simple, transparent six-step process for producing Microsoft Word templates. As the client, you are able to provide input at each stage of the process, ensuring that the final deliverables meet your requirements. This approach enables us to establish how each template will look and function at the start of the project, and quote accordingly.



**STEP 1**  
Review sample documents, style guide and other client materials



**STEP 2**  
Create project brief defining styles, formatting and other requirements



**STEP 3**  
Provide client with quote for developing design specification and template suite



**STEP 4**  
Graphic designer creates a design specification showing layout of all template components



**STEP 5**  
Create master template containing all required styles and formatting elements



**STEP 6**  
Create each required template in the suite, test and send to client for final review and approval

| Red Pony Word template development process