

DocumentOps for Word

Install a Word publishing system in 10 business days.

Template + styles + macros + QA. Uniform documents.
No formatting drift.

Operator

Sean Bailey

Email

enquiries@olliebudge.com

Outcome

- Consistent rendering across authors, devices, and Word versions.
- A controlled formatting process (no manual cleanup marathons).
- Faster releases with fewer late-stage layout defects.

What you get

- Master Word template (.dotx/.dotm) with locked style architecture.
- Automation pack: apply/clean routines (optional tag-to-style pipeline).
- Authoring guide: rules that prevent drift and corruption.
- QA checklist + test pack: repeatable pass/fail validation.
- 2-hour team training (authors, editors, ops).
- Support window for bugs and edge cases (within scope).

Delivery (10 business days)

Day 1 intake; Days 2–4 template build; Days 5–7 automation + QA; Days 8–9 fix cycle; Day 10 handover + training.

Scope boundaries

Included	Styles, automation, QA, and training for the agreed document types.
Excluded	Content editing; unlimited variants; open-ended iterations. Out-of-scope work is versioned (v1.1 / v2.0).

Packages (fixed fee)

Pro — £15,000 (template + 2 core macros + guide + QA + training + 14 days support).

Enterprise — £30,000 (advanced numbering/tables/cross-references; multi-doc packs; variants; 30 days support).

Team Cohort Training — £6,000 (training + kit only; no implementation).

Terms: 50% to book slot, 50% on delivery (Day 10).

Guarantee: If the sample pack does not reproduce house style by Day 10, remediation continues at no cost until it does.

Booking: Send 3 representative docs to enquiries@olliebudge.com with subject “**DocumentOps Sample Pack**”.

Offer Sheet — v1.1 (Dec 2025)