



Production, Publishing, Projects, Events
Design, Development, Delivery

Catalogue



PROJECT MANAGEMENT

PRODUCTION MANAGEMENT

EVENT MANAGEMENT

Serving the Eastern Region and the
Nation

1913 Hawthorne Road
Edgewood MD 21040

Phone: 443/374-2920

E-mail: tlflimited@gmail.com
Web: <http://www.tlflimited.com>

Effective Dates: 01/01/2021-12/31/2022



Design, Development, Delivery

EFFECTIVE DATES:
01/01/2023 — 12/31/2024

- Proposal Writing
- State and Federal Certifications
- Business Plan Development
- Certified Project Management
- Web Design and Development
- Production/Event Management
- Publishing
- Coaching



To Discuss your Business Need
443/374-2920

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Project Management
Production Management
Event Management
Publishing
Coaching

Order Information

Geographic Area

The 48 contiguous states, and the District of Columbia, United States of America.

Address and Payment Information

TLF Limited Management (TLF Limited)
attn: Sales
1913 Hawthorne Road, Lower Level
Edgewood MD 21040
tlflimited@gmail.com

Government/Commercial Credit Cards are not acceptable for payment at this time. Bank account information for wire transfer payments is available upon request. For additional information and ordering assistance, please call:

Voice: 443/374-2920

Statistical Data

DUNS: 191-223820
Type of Contractor: Small Disadvantaged Business
Woman-Owned Small Business
TIN: 85-1689785

Commercial Delivery Schedule

Time of Delivery – The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO). Offers shall insert a definite number of calendar days within which specific deliveries will be made.

*The best Managers
are great
LEADERS*

*Guided, Hands-on Project
Management and Leadership
Coaching*

**Project Management
&
Leadership Practicum**

TLF Limited Management
Edgewood MD 21040
Email: tlflimited@gmail.com
On the Web: <http://tlflimited.com/pmp/>
Direct: (443) 374-2920

TLF Limited
Production, Publishing, Projects, Events
Design, Development, Delivery

There is a plethora of PMP training providers to choose from; however, training is only guaranteed to prepare you (no matter what claims they make!) – and you have to PUT IN THE WORK!

Call to discuss your training needs!

443-374-2920

Effective Dates: 01/01/2021-12/31/2022

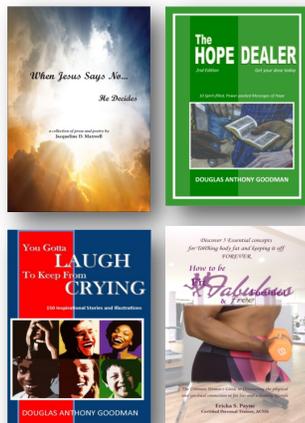
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Christian Titles



The most personal, professional publishing solution for self-published authors — print or eBook.

SERVICES

- Formatting and Editing
- Graphic Design
- Distribution
- Marketing
- Affordable

Contact Us at

<http://tlflimited.com/publishing/>

Call to discuss your next book!

443-374-2920



Organization Planning—Retreat/Conference

Convening and facilitating strategic planning sessions; one (1) day, four (4) hour minimum per day; one (1) facilitator per day, one (1) note taker per day.

Price: \$1475 per day
Order # OPR101
Type: OP

Promotion—Book Display

Print book display for book fairs, book stores, author events; up to 10 display events.

Price: \$350 per event
Order # PRBD104
Type: PR

Promotion—Book Trailer Production

A brief video (60-90 seconds) that captures the mood and themes of your book through images, text and music.

Price: \$750
Order # PRBT108
Type: PR



Organization Planning—Session

Facilitating strategic planning session; two (2) hour minimum; one (1) facilitator

Price: \$750 per hour
Order # OPS102
Type: OP

Promotion—Book Signing

Author autographing events.

Price: \$450 per event
Order # PRBS105
Type: PR

Promotion—Social Media

Ebook marketing via social media channels.

Price: \$125 per campaign
Order # PRSM109
Type: PR



Organization Planning—Coaching for Trainers (T4T)

Facilitating and instruction in effective leadership, management principles, conflict resolution, or visioning; one (1) day, four (4) hours minimum per day; one (1) instructor; maximum of 12 students

Price: \$2850 per day
Order # OPT103
Type: OP

Promotion—Book Club

Readers Circle author events and listings

Price: \$55-65 per event or listing
Order # PRBC106
Type: PR

Promotion—Publicity Package

News releases, broadcast drop, Internet listings, mass email distribution, dedicated website

Price: \$700
Order # PRPP110
Type: PR



Business Planning—Session

Facilitating planning session; two (2) hour minimum; one (1) facilitator

Price: \$750 per hour
Order # BPS101
Type: BP

Promotion—Website

Dedicated website; development, hosting, maintenance

Price: \$575 per website
\$45 per month host/maintain
Order # PRW107
Type: PR





To Discuss your Business Need
443/374-2920

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Project Management
Production Management
Event Management
Publishing
Coaching



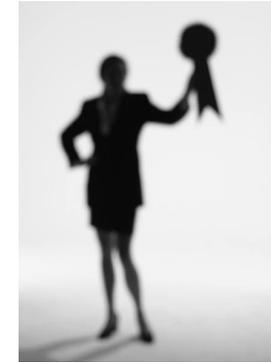
Publishing—Complete

Cover design, copyediting, formatting for print and electronic publishing

Price: \$125 per hour
Order # PU101
Type: PU



TLF Limited projects are enhanced by special guests, interesting topics, and timely and useful information, and are the result of meticulous planning. Scrupulous project design and development is essential to successful implementation. When clients contract with us, we work with them on an on-going basis to promote their initiatives, develop new projects, refer others to our clients whenever possible, and provide client service incentives.



Publishing—Editing

Editing, up to 120 pages

Price: 5 pages per hour, \$65 per hour
Order # PU102
Type: PU



Publishing—Audio

Audiobook, up to 120 pages, digital recording

Price: \$125 per hour
Order # PU103
Type: PU

Price: \$1495
Order # BPS102
Type: BP

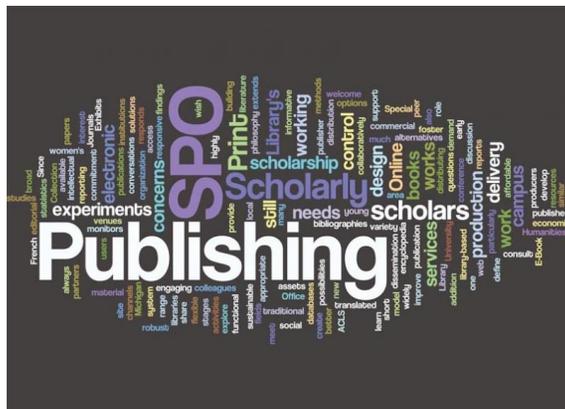
Business Planning—Development

Concept to conclusion business plan development including market and competitive analyses, financial and management plans, and projections

Price: \$1695 per person
Order # C101
Type: C

Coaching

Project Management & Leadership Practicum for intermediate level project managers who desire to increase their skills and knowledge base. Held on or off-site; hybrid, 2-5 days. Call for current/discouted rates.





Business Planning—Market/Competitive Analysis

Used to inform planning activities around acquisition, workforce expansion/contraction, capital injection, or promotional activities; assessment of the strengths and weaknesses of current and potential competitors

Price: \$1500
Order # BPM103
Type: BP

Staffing—Production Coordinator

Coordinates productions and ensures resources are utilized appropriately; coordinates schedules and meetings; 8 hour day

Price: \$320 per day
Order # STPC104
Type: ST

Staffing—Communications Specialist

Conceptualizes and develops written and spoken communications plans from groundswell and multi-media public relations campaigns

Price: \$85 per hour
Order # STWM108
Type: ST



Business Planning—Financial Plan

A budget plan for spending/saving future income; allocates future income based on market factors

Price: \$1500
Order # BPF104
Type: BP

Staffing—Policy Director

Develops, implements, and communicates policies and practices concerning policy changes and related costs; 8 hour day

Price: \$340 per day
Order # STPD105
Type: ST

Staffing—Graphic Designer

Produces graphic arts and visual materials for use in promotions, advertising, motion pictures, packaging, and other informational collateral

Price: \$65 per hour
Order # STGD109
Type: ST



Business Planning—Individual Summaries

Start-up; Company; Products/Services; Strategy and Implementation; Marketing

Price: \$875 each
Order # BPI105
Type: BP

Staffing—Catering Manager

Plans, directs, coordinates catered events; negotiates contracts, schedules staff and logistics, and communicates client needs to appropriate staff; 8 hour day

Price: \$220 per day
Order # STCM106
Type: ST

Staffing—Copyeditor

Edits, proofreads, copyedits document to ensure it meets content standards

Price: \$55 per hour
Order # STCE110
Type: ST



Production—Prospectus/Business Plan

Complete, industry-specific business plan for fundraising (i.e., stage, screen); includes market research, projections, and legal documentation

Price: \$3900
Order # PDP101
Type: PD

Staffing—Marketing Director

Directs marketing policies, objectives, and initiatives; conducts marketing research and develops marketing plans; 8 hour day

Price: \$325 per hour
Order # STMD107
Type: ST

Staffing—Development Specialist

Analyzes organization structures, responsibilities, operating procedures, and work processes to devise work efficiencies; plans and implements fundraising campaign

Price: \$125 per hour
Order # STDS111
Type: ST



Research—Annotated Bibliography

An alphabetical list of research sources that includes a concise summary and assessment of its relevance to topic

Price: \$95 per hour
Order # REA103
Type: RE



Staffing—Project Coordinator

Coordinates projects and ensures resources are utilized appropriately; coordinates status reports, schedules, and meetings; 8 hour day

Price: \$240 per day
Order # STPC101
Type: ST



Staffing—Publications Coordinator

Coordinates communications between client and manager, and ensure resources are utilized appropriately; coordinates blue line reviews, status reports, schedules, and meetings; 8 hour day

Price: \$240 per day
Order # STPC102
Type: ST



Staffing—Event Coordinator

Coordinates events and ensures resources are utilized appropriately; coordinates status reports, schedules, logistics, vendors, and meetings

Price: \$50 per hour
Order # STEC103
Type: ST



Staffing—Web Master

Creates graphic and interface designs for website development, provides site maintenance, and manages content

Price: \$55-\$95 per hour
Order # STWD104
Type: ST

Production—Stage Producer

Full producer services for staged production

Price: \$2500 per week
Order # PDS102
Type: PD

Project Management—Business

Full project management services for business project

Price: \$225 per hour
Order # PMB103
Type: PM

Production—Motion Picture Producer

Full producer services for video/film production

Price: \$3000 per week
Order # PDM102
Type: PD

Project Management—IT/IS

Full project management services for information technology./systems project

Price: \$450 per hour
Order # PMI104
Type: PM

Project Management—Business

Full project management services for business project; PMP credentials

Price: \$425 per hour
Order # PMB101
Type: PM

Event Management—Meeting/Conference

Full event planning and management services; does not include costs for securing venue, logistics, entertainment, catering, or other logistics

Price: \$2800 per event
Order # EMH101
Type: EM

Project Management—IT/IS

Full project management services for information technology./systems project; PMP credentials

Price: \$500 per hour
Order # PMI102
Type: PM

Event Management—Gala/Hospitality

Full event planning and management services; does not include venue, logistics, entertainment, catering, or other costs

Price: \$2500 per event
Order # EMG102
Type: EM



TLF Limited Management LLC provides quality, market-specific production management, project coordination, event planning, business and grant proposal writing, and publications management. Our clients have a need for project and event planning and management, from the overall project design, through development and implementation, to delivery and follow up. Through its publishing imprint, Lifestyle Publishing, TLF Limited offers full graphic design, editorial, layout, and print services for self-publishers. Established in 1990, TLF Limited assists clients in one or more of three (3) functional areas:

Design

TLF Limited designs the most ideal, customized project for each client -- strategic planning, including project or event conceptualization, determining goals, and formulating objectives and strategies for the accomplishments of milestones.

Development

TLF Limited provides detailed direction for implementation – production staffing and management, publication management, program and speaker, logistics, instructional design, audio/visual support, media, and catering for *events*; and organized program management, leadership, and staffing for *projects*.

Delivery

TLF Limited delivers, on time and within budget – training, short subject and feature length motion picture projects, publications, grant and commercial proposals, project management, site supervision and event staffing, status reports, surveys and survey analysis, follow-up project report, and post-project publicity.

“When it comes to program management, we have never been disappointed with TLF Limited Management – they are very professional and dedicated project managers.”
Angela Broom, J.D.

Technical Writing2—Draft document/250

Draft document 101 or more pages; includes graphics and layout/publication design

Price: \$3.25 per page
Order # TWD103
Type: TW

Quality Assurance—Reporting

Report of lessons learned and best practices for future quality control

Price: \$850 per report
Order # QACCR103
Type: QAC

Technical Writing—Final Publication Master

Final portable document format (.pdf) with graphics and layout/publication design

Price: \$350
Order # TWF104
Type: TW

Quality Control—Site Supervision

Providing on-site supervision to complete systematic activities that ensure fulfillment of quality requirements

Price: \$275 per hour
Order # QACS104
Type: QAC

Quality Control—Review and Assessment

Review and assessment of client-identified and market-specific quality requirements to determine most useful quality measures

Price: \$550 per assessment
Order # QACA101
Type: QAC

Research—Statistics

Collection, analysis, interpretation, and/or presentation of relevant data

Price: \$125 per hour
Order# RES101
Type: RE

Quality Control—Performance Improvement Administration

Administering performance improvement activities to ensure fulfillment of quality requirements

Price: \$325 per hour
Order # QACP102
Type: QAC

Research—Literature Review

A review of the critical points of current knowledge on a topic

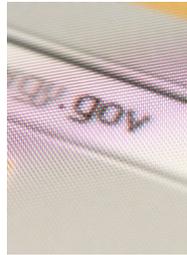
Price: \$125 per hour
Order # REL102
Type: RE



**Commercial/Government Proposals—
Federal Government**

Full proposal development and submission

Price: \$2500
Order # CGP102
Type: CGP



**Commercial/Government Proposals—State/
Municipal Government**

Full proposal development and submission

Price: \$1850
Order # CGP103
Type: CGP



Technical Writing—Publication Planning

*Facilitated session to determine publication objectives
and requirements; one (1) day, one (1) facilitator*

Price: \$275 per hour
Order # TWP101
Type: TW



Technical Writing1—Draft document

*Draft document up to 100 pages; includes graphics and
layout/publication design*

Price: 3.00 per page
Order # TWD102
Type: TW

TLF Limited programs are enhanced by the quality of our performance, and include (when requested) special guests, interesting topics, and timely and useful information. These programs are the result of meticulous planning. Scrupulous program design and development is essential to the successful implementation of **TLF Limited** projects. When clients contract with **TLF Limited**, we work with them on an on-going basis to promote their initiatives and develop new projects. We also refer others to our clients whenever possible, and provide client service incentives.

TLF Limited is the effective, high-energy, detail-oriented project management team you need, but haven't heard of – until now.

TLF Limited is a dependable production and project management and event planning firm that offers design (strategic planning), development (direction and implementation), and delivery (completion within budget and on time) of your production, program, or event. By providing leadership and direction on the communications effort of your organization, **TLF Limited** can take the worry out of project management by strategically planning the goals, objectives, and strategies of events and professionally implementing project strategies. Teamwork is our style and forte – cooperative functioning with the client, backed up by competent and effective leadership, and skilled execution – and results.

Partial Client List

- AIDS Alliance for Children, Youth and Families*
- Asthma and Allergy Foundation of America*
- Booker DiMaio*
- BTI Security*
- Carolina Rebar and Post Tension Placement Inc.*
- Condor Security Consulting LLC*
- Development Strategies Inc.*
- Edgewood Elementary School PTA*
- IBEX*
- NexGen Internet Minds, Inc.*
- Titan Build LLC*
- United General Contractors Inc.*
- Virtue in Christ*



Event Management—Gala
Full onsite event coordination services

Price: \$150 per hour
Order # EMG103
Type: EM

State/Federal Proposals—GSA
Full proposal development

Price: \$2800
Order # FSP103
Type: FSP

State/Federal Certifications—8a
Full proposal development

Price: \$2150
Order # FCP102
Type: FCP



Event Management—Coaching
Facilitation and instruction in marketing, development, logistics, meeting planning; one (1) day, four (4) hours; instructor; maximum of 10 students

Price: \$875 per hour
Order # EMT104
Type: EM

State/Federal Proposals—State Supply/Service
Full proposal development

Price: \$2300
Order # FSP104
Type: FSP

State/Federal Certifications—MBE/CBE complete
Full proposal development and submission; includes follow-up and revisions through certification award

Price: \$2800
Order # FCP103
Type: FCP



State/Federal Proposals—GSA complete
Full proposal development; includes follow-up and revisions through schedule award

Price: \$3700
Order # FSP101
Type: FSP

State/Federal Proposals—Schedule Renewal (state or federal)
Full proposal/schedule renewal development

Price: \$2500
Order # FSP105
Type: FSP

State/Federal Certifications—MBE/CBE
Full proposal development

Price: \$2400
Order # FCP104
Type: FCP



State/Federal Proposals—State Supply/Service complete
Full proposal development and submission; includes follow-up and revisions through schedule award

Price: \$2800
Order # FSP102
Type: FSP

State/Federal Certifications—8a complete
Full proposal development and submission; includes follow-up and revisions through certification award

Price: \$2800
Order # FCP101
Type: FCP

Commercial/Government Proposals—Commercial
Full proposal development and submission

Price: \$2150 plus 3% of contract value
Order # CGP101
Type: CGP