

# Catalogue



PROJECT MANAGEMENT

PRODUCTION MANAGEMENT

EVENT MANAGEMENT

PUBLICATION 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: 01/01/2025-12/31/2026



### Design, Development, Delivery

# EFFECTIVE DATES: 01/01/2025—12/31/2026

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

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Project Management Production Management Event Management

### Order Information

### Geographic Area

The 48 contiguous states, and the District of Columbia, United States of America, Hawaii, Alaska, and the republic of Puerto Rico.

### 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

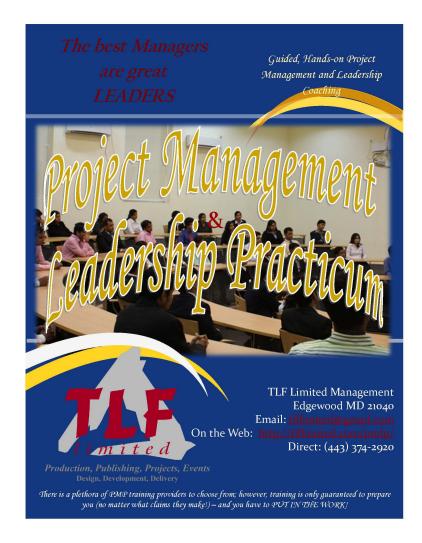
Type of Contractor: Small Disadvantaged Business

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.

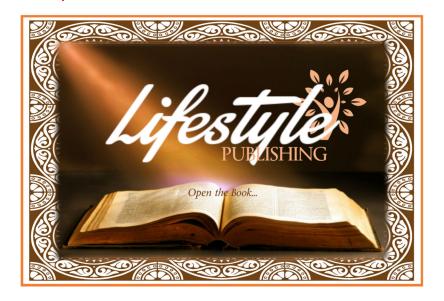


Call to discuss your training needs!

443-374-2920

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### Christian Titles



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

#### SER VICES

Formatting and Editing Graphic Design Distribution Marketing Affordable

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Call to discuss your next book!

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Project Management
Production Management
Event Management



#### 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



### Organization Planning—Session

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

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



# 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



#### **Business Planning—Session**

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

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

**Promotion—Book Signing** 

Author autographing events.

Promotion—Social Media

Ebook marketing via social media channels.

Price: \$450 per event Order # PRBS105 Type: PR Price: \$125 per campaign Order # PRSM109

r # PRSM109 Type: PR

#### 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

#### Promotion—Website

Dedicated website; development, hosting, maintenance

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



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#### **Publishing—Complete**

Cover design, copyediting, formatting for print and electronic publishing

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



#### Publishing—Editing

Editing, up to 120 pages

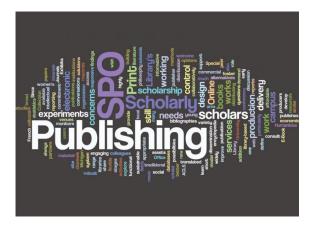
Price: 5 pages per hour,\$65 per hour Order #PU102 Type: PU



#### **Publishing—Audio**

Audiobook, up to 120 pages, digital recording

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





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.



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/discounted 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



#### **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



#### **Business Planning—Individual Summaries**

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

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



#### 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—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

#### 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

#### 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

#### **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

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#### 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

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#### **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

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Project Management
Production Management
Event Management

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: OAC

#### **Research—Literature Review**

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

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

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#### Commercial/Government Proposals— Federal Government

Full proposal development and submission

Price: \$2500 Order # CGP102 Type: CGP



### Commercial/Government Proposals—State/ Municipal Government and Grant Proposals

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

UMOJA Works

United General Contractors Inc.
Virtue in Christ

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**Event Management—Gala**Full onsite event coordination services

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



**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—GSA complete

Full proposal development; includes follow-up and revisions through schedule award

Price: \$3700 Order # FSP101 Type: FSP



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 Proposals—GSA

Full proposal development

State/Federal Certifications—8a

Full proposal development

Price: \$2800 Order # FSP103 Type: FSP Price: \$2150 Order # FCP102 Type: FCP

State/Federal Proposals—State Supply/Service

Full proposal development

State/Federal Certifications— MBE/CBE complete

Full proposal development and submission; includes follow-up and revisions through certification award

Price: \$2300 Order # FSP104 Type: FSP Price: \$2800 Order # FCP103 Type: FCP

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 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

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