



Thank-you for asking more about Silver Quill Legacies and the biography services we offer.

We are currently offering **Legacy Documents** and **Personal Biographies** - both of which are great ways to preserve significant events, experiences and stories of your life for the future. The best time to start is now since nobody knows when we will run out of tomorrows.

While you have time, awareness, and access to your mind and heart, let Silver Quill Legacies prepare your Legacy Document and biography telling family and friends why you love for them, why it's important and what matters most to you in this world.

A **Legacy Document** is a single story, usually focused as a gift to an individual, written to relay a key message to the recipient. A single page, or two at the most, the story is focused, concise and written with purpose. Two photographs may be included for inclusion in the final document.

A **Personal Biography** is a more in-depth document, meant to preserve more finite details of an individual's life...it can be seen as 'the details of the dash' that appears between an individual's birth and the time of writing. Up to four stories and ten photographs are included in the basic package, and more can be added for an additional per story/photograph fee.

Consultations and interviews for all legacy and biography stories are done by phone or virtual meeting, and are recorded to ensure the accuracy of the stories. Final documents are provided as high resolution PDF documents. The digital recordings are provided upon acceptance of the finalized document. All physical photographs/images will be returned.

### **Payments**

*Legacy Document:* half the fee is payable at the completion of the interview. The remainder of the fee is payable upon acceptance of the final edited document.

*Personal Biography:* half the fee is payable when the Vital Statistics questionnaire is returned to Silver Quill Legacies. One quarter is payable at the end of the final interview with the remainder payable upon acceptance of the final edited document.

Attached are more details about the Legacy Document and Personal Biography interview and writing process.

We look forward to the opportunity of working with you or your family and friends to create a lasting memory - whether short or long - for people to enjoy for generations to come.

Sincerely,

Dan Macpherson  
Owner and Writer  
Silver Quill Legacies



## Services and Prices - January 2021

### Personal Legacy Document

This is perfect for the individual who wants to pass on a message, value or theme based on an event or period in their life, involving personal reflection and introspection.

Popular topics include

*Some things I'd like to share with you about my family when I was growing up are...*

*The reason I choose my profession/career was...*

*The most important thing I learned from my parents is...*

*Some of the events that had the greatest impact on my life were...*

*In difficult times I have found comfort in...*

*My wishes for my children/grandchildren are...*

*When you encounter hardship, I hope you will remember...*

Cost includes one hour of interview time, document preparation and one hour collaborative follow-up interview for edits and revisions.

Three hours of writing, composition and editing - **\$119**

### Personal Biography

More in-depth than a Legacy Document, a Personal Biography combines your Vital Statistics & Timeline information with key life stories. These stories may be similar to Legacy Documents with an intention to pass on a life lesson or simply be recounting significant or pivotal life moments, involving personal reflection and introspection.

The process begins with an initial consultation to formalize the scope of work, the completion of a Vital Statistics & Timeline questionnaire and the identification of up to four key life story topics. The questionnaire, which provides the individual's dates, locations and basic background information, will form a framework document for the expanded life story topics.

Each story topic will be given an hour of interview time and one hour of collaborative follow-up interview for edits and revision after the

draft has been prepared. The stories, which may include up to two photographs for each topic, will be inserted into the framework document at the appropriate chronological position.

Cost includes preparation of the Vital Statistics & Timeline document, up to four life stories (each allocated one hour of interview time, document preparation and one hour collaborative follow-up interview for edits and revisions), and photograph colour correction as required.

Fifteen hours of writing, composition and editing - **\$495**

Each additional Key Life Story - **\$109**

Each additional photograph - **\$20**

All services include a digital PDF copy of the final approved story, plus copies of all audio interviews.

At the client's request, Silver Quill Legacies can arrange to have the final version printed in a variety of formats for display or gifts.



## Legacy Document

This can be an ideal way to preserve and pass on the details of a significant milestone, personal story, wisdom and history. All too often people procrastinate and never start or complete their own personal project - that's where Silver Quill Legacies comes in - to help those who know they have a story to tell, but don't know how to put it together. It all starts with an interview...

Prior to being interviewed (either phone or virtual meeting), there's a little bit of work to do on your behalf to ensure your goals are met. We send out a simple form helping you identify the following:

### WHO

Choose who you want to receive the letter and when - this will help set the tone. There are countless occasions to prepare legacy documents - both in celebration and in tragedy.

### WHAT

What kind of information do you want to pass on? Imagine you're going on vacation but you haven't told your loved ones everything you want them to know -- about you, about what matters most to you, about what you hope for them, that you love them beyond measure.

*What if fate has it that you don't return?*

Reflect about what important information you want to pass on - consider what specifically has meant most to you in your life, what you want to pass forward to them, how important they've been in your life, and what wishes you have for them.

### HOW

This is where most people have difficulty: *how do I put all these feelings and emotions into a meaningful message?*

Silver Quill Legacies encourages you to consider four areas of focus:

**Context:** This sets the scene as to why the story you are writing is important.

**Story:** Everyone connects easily and emotionally to a story. No need for you to be a professional storyteller; just tell your experience in your own words - this is where Silver Quill Legacies will bring your storytelling to life without embellishment or fictionalizing to "make your story better."

**Learning:** Here's where you expose who you really are - be personal, imperfect, vulnerable - and express what you learned from your experience, providing a deeper meaning to the event or story. This is your message.

**Blessing:** Organically developing from your story and experience, this is where your love, caring, respect, devotion, and appreciation is expressed to whom you're writing. This is how you will be remembered by your loved one.

### WHEN

If your legacy document is to be shared in the distant future, we recommend putting a printed copy in an envelope addressed to who is to receive it and when. Put it in a safe place and tell your family about the letter and where they can find it when the time comes. As we provide a digital copy of the document, also keep a backup copy with your other important documents.

*With preparation, the interview should take no more than one hour, and a draft version of your Legacy Document available for review and revisions in about five business days.*



## Legacy Document

*This short primer will help you organize your thoughts prior to the interview to develop your Legacy Document. The details do not to be excessive - point form is fine - these notes will help you and the interviewer remain focused to ensure the goals of your Legacy Document are met.*

**Who** do you want to receive this document?

**Take sometime to reflect** on what specifically has meant most to you in your life? *What you want to pass forward to them? How important they've been in your life? What wishes do you have for them?*

What is the **context** of your message? *This provides a personal, family and a bird's eye view of history and the period of time of the story.*

What are some details about the **story or experience** behind the message? *Provide some key points.*

What did you **learned** from your experience? *This provides a deeper meaning to the story.*

What final words of **sentiment or blessing** do you wish to convey? *Here you can express your love, caring, respect, devotion, and appreciation of the loved one.*

*Please have this completed form returned to Silver Quill Legacies prior to the interview*