■ Service Tiers Brochure

Four levels of service designed to meet your business needs — from simple work instruction creation to full ISO certification management.

Tier 1: Work Instruction Creation	**For businesses needing clear, professional instructions.** • End-User Instructions: Step-by-step guides for internal use/training. • ISO-Ready Instructions: Includes formatting, numbering, approvals, and ISO 9001 compliance. **Pricing:** End-User: $250–$500 per instruction ISO-Ready: $500–$1,000 per instruction
Tier 2: Document Control & Training System	**For companies preparing for growth, audits, or certifications.** • Implementation of controlled document system (manual or software-based). • Setup of numbering, revision logs, approval workflows. • Creation of Document Control SOPs. • Staff training for updates and maintenance. **Pricing:** $3,000–$10,000 (project-based)
Tier 3: Quality Partner – Documentation & Training Management	**For businesses wanting ongoing support without building internal teams.** • Monthly updates to work instructions and SOPs. • Controlled distribution and version tracking. • Training material creation and refresh. • Compliance checks ahead of audits. • Monthly reports and improvement recommendations. **Pricing:** $1,500–$5,000/month (retainer)
Tier 4: Quality Partner – ISO Certification Management	**For companies wanting a full-service partner in certification.** • Everything in Tier 3, plus: • Manage ISO 9001 certification process (gap analysis → audit prep). • Coordinate with certifying bodies. • Internal audit scheduling and execution. • Corrective action tracking. • Ongoing compliance monitoring. **Pricing:** $5,000–$15,000/month