GET IT “WRITE” THE FIRST TIME!
PERCEPTIVE ENTERPRISES, INC. CAN CREATE OR ENHANCE YOUR WRITTEN MATERIALS!

Company Profile
Perceptive Enterprises, Inc. (PEI) was established by Joseph Adams as a sole proprietorship in 1994 and incorporated in 1999. We provide expert professional services in a variety of diversity-based, community-based, and creative services, including writing, design, proofreading, and editing.

Relevant Experience
Dalia Sabaliauskas, Project Manager of Creative Services, has 13 years of professional writing, proofreading, and editing experience in a variety of industries. Dalia has an excellent command of the English language, including grammar, usage, and punctuation. She also has an expert eye for detail, formatting, consistency, and aesthetics.

We can create materials in the following disciplines:

Sales and Marketing:
- Brochures, Flyers, Postcards
- Newsletters
- Executive Bios & Staff Resumes
- Website Content
- Press Releases
- Corporate Template Letters

Operations:
- Policies & Procedures
- Operational Guidelines
- Forms & Checklists
- Operational Manuals
- Management & Executive Reports

Training and Education:
- Staff Training Materials
- Motivational Materials
- Course Content
- Surveys & Questionnaires
- Job Descriptions

OR.....We can take YOUR written materials to the next level!
If you prefer to use your own materials, let PEI’s Eagle-Eye Proofreading and Editing Services take your work from great to super-great!
We proofread for grammar, usage, spelling, capitalization, punctuation, typos, consistency, etc.
We edit for content and impact.
We format for layout and aesthetics.

Frequently Asked Questions:
Q: Should I use:
   a. its or it’s?
   b. ensure or insure?
   c. me or myself?
   d. principal or principle?
Q: Are punctuation marks placed inside or outside quotation marks?
Q: Should I underline or italicize book titles? Magazine titles? Newspaper titles?
Q: May I end a sentence with a preposition?
Q: When should I capitalize words like “federal” and “state”?

We can answer these and all of your questions. The English language is our passion — we guarantee our work and your satisfaction!

Please contact Dalia Sabaliauskas at (626) 216-2767 for more information.

Perceptive Enterprises, Inc.
844 Colorado Boulevard, Suite 204 • Los Angeles, CA 90041 • Phone (323) 254-5000 • Fax (323) 254-5111