

CASTLEWOOD DOCUMENTATION SERVICES

We appreciate your interest in our services and look forward to serving you. A representative will contact you after receiving your request.

At no time will we accept any profanity, vulgarity, or offensive material for services.

Because of the nature of our business, we are unable to provide prices on our site.

Margins will vary depending on the style of the letterhead and the length of the letter. Most letterheads are between 1 inch and 2 inches deep.

Letter Length	Number of Paragraphs	Number of Words
Long	Four or more	More than 200
Medium	At least three	100-200
Short	One or two	Fewer than 200

Submitting Documents

You have the choice of sending documents: via e-mail, scanned, file attachment, Adobe PDF, US Postal Service, or by fax. If you have a project already in electronic form, we can make the revisions you indicate, and make the document consistent and attractive, using your organization's styles.

Note:

- 1) Please DO NOT send us documents that are hard to decipher.
- 2) Depending on the project - delivery time can vary.

Request for Service(s)

Fill out the online form on the **Contact Us** page. Please check the service(s) requested and click send. If you would like to send your document(s) to us, please send them to the address below, or contact us. Please **DO NOT** send any documents/deliveries to us via any **Courier** to our post office box because they cannot be delivered to post office boxes. We will contact you the next business day. A 50% deposit is required to begin your project. All orders will be assigned a Purchase Order Number, **please refer to your PO number when calling about your order.**

To place an order:

Phone: 732.382.3316

Fax: 732.382.3318

E-mail: cds@castlewooddocumentation.com

We guarantee complete confidentiality with respect to all of your document(s) and/or material.

All documents are proofread upon completion, but it is the responsibility of the client to review and proofread. We will make any final changes in case corrections are needed at no extra charge within 5 days of receipt. CDS will keep hold of completed documents for up to 10 business days. After 10 days, CDS will shred/destroy all completed documents safely.

We appreciate your interest, thank you and come again!

Sincerely,

Sharon Castlewood
Owner

Castlewood Documentation Services
Address: PO Box 1655
City & State: Rahway NJ
Zip Code: 06705

