

## Our Services

At Eaton & Associates, we deliver solutions to overworked business people. Our motto is: *Get it done.* While we can handle a wide range of assignments, we specialize in communications projects.

### Production of Corporate Newsletters & Industry Publications

We can research, write, compile, edit, and format your publication, for either print or electronic distribution.

We've worked on many types of publications:

- Magazines
- Newsletters
- Brochures, factsheets
- E-zines



### Researching, Writing, Editing, Analysis

Do you need to produce a professional article or report? Organize and write the material to overhaul your website? We can do it.

Examples of our writing and research work include:

- Articles, news releases
- Interviews
- Literature searches
- Policy analysis papers
- Project proposals
- Grant writing

### Communication Planning

Wish you had the time to map out your organization's communications initiatives? Let us help.

We have experience in:

- Promotion strategies
- Annual newsletter outlines
- Focus groups

### Event Coordination

We can handle all the details of your next event—everything from location logistics to programming and promotion.

- Planning sessions
- Receptions
- Field days
- Training seminars
- Staff retreats
- Conferences



### Project Management

Is your inbox overflowing with projects you wish you could hand off to a trusted colleague? Call us.

A sampling of our experience:

- Customized contact management program
- Website overhaul
- Searchable databases
- Multimedia presentations

 **Eaton**  
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*Get it done.*