

ngo.media's Annual Report package

... additional information

We know just how important it is to have a professional looking, well written annual report – however large or small your organisation. We've worked hard to develop an Annual Report package that suits even the smallest of charity budgets.

This is a 'no frills' package which offers the basics – that's why we can offer it at such a low cost. The information below will tell you everything you need to know about what's included in the package.

If you have any questions at all, please don't hesitate to call for a chat on 020 7475 8875.

What you get:

- An A4 or A5 report, with 16 pages of inspiring copy concentrating on your successes, your impact and your plans for the future.
- Three moving case studies that illustrate the difference you make.
- Welcome letter, financial info, plus inspiring facts, stats and highlights pages.
- Striking, effective design packaged according to your brand and using your images.
- Proofreading: your report will be proofread twice by our eagle-eyed team.
- 1,000 copies.
- Printed on 130gsm silk paper (215gsm cover).
- Delivery to one address.
- Free web-enabled PDF version for your site.

How does the writing work?

ngo.media will write all the copy for your 16 page report. Based on our extensive experience of annual report writing, we estimate spending around four days writing a first draft, and one day editing the second draft (following your feedback). You simply provide us with the contact details of the key people we need to speak to, any evidence, paperwork, highlights and other information we might need, and we make it happen.

What about case studies?

We'll give you loads of advice on the type of case studies that will give your annual report maximum impact. We'll interview over the phone, and then write up, three really compelling case studies for your report. If you need us to do on-site visits, we'll discuss with you what's needed and if there are any extra costs involved. For any visits we do make, you'll need to pick up the travel costs.

What happens then?

We'll write a fantastic first draft of your annual report, and provide it to you for feedback. Then we'll incorporate your suggested changes, rewrite where necessary, and send you a new version. As long as we're not doing new case studies or extensive new work, the redraft is included. Don't worry, we'll help you to think about who needs to see the first draft, to minimise any changes.

What about the financials?

From the financial information you provide, we'll design basic bar charts and graphs for the accounts section of your report. We'll also write a short introduction to the section. However, we're not accountants and you'll have to ensure the figures are correct before you give them to us.

Then we go into design

We will provide two design concepts for you to choose from, which will be designed according to your needs and brand. You'll decide on a concept, and we'll develop it into something that matches your needs with the copy we've written and the images you supply.

Photography

The basic package does not include any original photography. We will design your annual report using the high resolution photography you provide.

However, ngo.media can arrange, manage and art direct photoshoots, using our own photographer or your preferred supplier. We will be pleased to quote on any photography needs you have.

Proofreading

We will proofread your document once you have finished making any changes. We will then do a final proofread before it goes to print.

Printing

The package includes 1,000 copies of an A4 or A5 report, with 16 pages including cover. It'll be printed on quality 130gsm silk paper, with a 215gsm cover. Delivery is included.

What if I want to upgrade?

The whole point of our basic package is that it is basic! We're delighted to develop, extend or flex the package according to your needs and budget. There are any number of things we can do to add value to your annual report, and we're happy to quote accordingly.

Optional extras include:

- More pages
- More copies
- Thicker paper
- Different paper stock
- Flaps and fold-outs
- Lamination
- Original photography
- Recycled paper
- More graphs
- Different delivery addresses

Do let us know what you need

We hope we've answered your key questions about ngo.media's Annual Report package. If you have any further questions, please call Sarah Myers on 020 7426 8875 or email sarah@ngomedia.org.uk