

# Custom Spanish Materials



We can customize any of our programs to meet your needs. Your custom program will include the specific expressions that are important and frequently used to achieve clearer communication, team building and greater productivity.

## Our Custom Process is easy

1. We start with one of our current programs as a benchmark (e.g., Customer Service). This saves time & money as many expressions are already in place.
2. Working together, we delete non-relevant topics from the manual. Then we identify and create new custom topics.
3. You provide the new terms & expressions and we translate them into Latin American Spanish.
4. Expressions are reviewed to ensure accuracy and to make the Spanish as easy as possible to pronounce. Phonetic pronunciations are then developed for each expression.
5. Your custom material is organized into topics and inserted in the new manual. The Table of Contents is updated, and your new terms are added to the keyword list. If desired, a custom cover page is developed.
6. You can also customize the audio CD and a Click It™ CD-ROM -- making the same changes that were made to the written manual and recording your new custom expressions.
7. You review and approve the custom materials before production.
8. You now have a customized Spanish learning program, tailored exclusively for your organization which will enable your associates to communicate more clearly, build teamwork and improve efficiency & profitability.



## Customization Fees

Cost is dependent on the amount of customization and the number of products that will be customized. Fees are for customization only; materials are additional.

- Three pages of custom expressions is \$500. Additional pages are \$250 each.
- Audio fees for recording of the custom CD in a professional studio run from \$500 to \$1,200 depending on the amount of material to be recorded.
- A Click It™ CD-ROM can be developed for \$750 to \$1,000

[Contact us](#) to discuss your requirements