

# Government Capabilities Statement



Professional Help with Written Communications

## Set Aside

Economically Disadvantaged  
Woman Owned Small Business

## Company Designations

NAICS: 561410

Cage: 4RZVO

Duns: 969910538

Sic: 7338

FSC: 3820

## Contact Information

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## Company Overview

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Eagle Eye Editing & Writing (EEE) has been supplying high-quality editing and writing services since 1995. The company has served government agencies, medical organizations, nonprofits, higher education institutions, and a broad variety of private enterprises and individuals. Executive Editor Joanie Eppinga is an Advanced Professional Member of the Chartered Institute of Editing and Proofreading. She is an expert at APA style and is familiar with Chicago Manual of Style and AP style guidelines.

EEE offers exceptional responsiveness and customer service, and our high page-per-hour ratio and quick turnaround time set us apart.

## Core Competencies

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EEE fine-tunes documents to add credibility, professionalism, and accuracy. Because we are experts in language, we can revise documents from varied disciplines, communicating clearly what the client wants the audience to understand. We are quick to learn the nomenclatures and stylistic preferences of particular fields. We also offer formatting services and include animation upon request.

## Contracting Highlights

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- **Centers for Disease Control:** *Mining Safety Report*

Eagle Eye Editing & Writing (EEE) took the verbatim notes from 23 speakers at a mining conference and streamlined them into professional content with a consistent voice. The finished document was formatted with graphics corresponding to the content.

- **National Park Service:** *Scenic Vista Management Plan for Yosemite National Park*

EEE edited a rough document of more than 300 pages for consistency, grammar, punctuation, spelling, and Chicago Manual of Style citations. We turned the document into a PDF and formatted it for posting on the Internet (available at <http://www.nps.gov/yose/parkmgmt/vista.htm>). We also edited and formatted a follow-up environmental impact statement.

- **National Park Service:** *Invasive Plant Management Plan*

EEE edited a 200-page document for typographical errors, spelling, grammar, and voice. Formatting included graphics and management of various specified fonts, as well as references in APA style.

- **U.S. Department of State:** *Practitioner Handbook*

EEE edited a 130-page handbook for clarity, consistency, grammar, and cross-references.