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<date>

Quote for <company name>

- Project:** Convert existing Word document into online help
- Deliverables:** Web-based online help with Table of Contents and Index, including all associated files so that <company> can do further updates in-house using an HTML text editor such as <HTML editing software>.
- Software:** I recommend the use of <help authoring software> to produce the online help in their HTML format, which consists of HTML files and all related files suitable for upload to the internet, and viewing from within most browsers.
- If required, a CHM (compiled HTML Help) file can be produced from the same source material that could be included with the application. Producing a CHM is not part of this quote – it should only add about 30 minutes to the quote.
- A copy of <help authoring software> is owned by CyberText Consulting.
- Quote:** The quote (on the next page) is in two parts – basic conversion, and extras such as adding context-sensitive help.
- The number of topics used for the quote (70) is based on the existing Word document (~66 topics) plus some extra standard topics such as "Using this Help" and "Contact Details". It is possible that some of the existing Word topics will need to be split into two topics, so a little leeway has been added for this purpose. From a quick glance through the document, it is estimated that all topics need some editing and rewriting to improve the clarity and conciseness of the content. Styles need to be applied to Word document prior to conversion so that the conversion is as smooth as possible.
- The number of toolbar icons (22) is based on those in the Word document, as is the number of screens (35). The number of dialog boxes, screens etc. for context-sensitive help (35) is based on <developer's name> estimate of "32 give or take 1 or 2".
- Availability:** Rhonda Bracey, the owner of CyberText Consulting and the technical writer, is currently available for <number> hours per week to work on this project.
- Validity:** This quote is valid for 30 days from the date of the quote.

<company> Help system

| | Estimate (hrs) | |
|--|-----------------------|-------------------|
| scoping the project | 2.00 | |
| editing/rewriting existing topics - 70 @ 30 mins each | 35.00 | |
| cleaning up toolbar icon graphics - 22 @ 3 mins each | 1.00 | |
| clarifying information with subject matter expert or developer | 4.00 | |
| pre-processing Word doc ready to import into <help authoring software> | 5.00 | |
| setting up <help authoring software> templates | 4.00 | |
| setting up CSS | 1.00 | |
| importing Word doc into <help authoring software> and checking styles | 3.00 | |
| creating TOC | 1.00 | |
| creating inter-topic hyperlinks | 5.00 | |
| adding index entries - 2 or 3 per topic @ 5 mins per topic | 1.00 | |
| building the HTML output in <help authoring software> and testing | 3.00 | |
| testing the index | 1.00 | |
| edits as a result of one review by <company> | 3.00 | |
| TOTAL hours | 69.00 | |
| TOTAL cost (@ \$xx per hour incl. GST) | | \$ xxxx.00 |

Extras

| | | |
|---|--------------|-------------------|
| windows level context-sens help - 35 screens @ 30 mins each | 17.50 | |
| add context-sensitive IDs and test - 35 @ 10 mins each | 6.00 | |
| clean up existing screen captures - 35 screens @ 10 mins each | 6.00 | |
| add screen captures as linked topic windows - 35 @ 10 mins each | 6.00 | |
| TOTAL hours | 35.50 | |
| TOTAL cost (@ \$xx per hour incl. GST) | | \$ xxxx.00 |

Both options

| | | |
|-------------------|------------|-------------------|
| Base option | \$ xxxx.00 | |
| Extras | \$ xxxx.00 | |
| TOTAL cost | | \$ xxxx.00 |