

Proposal for Manuscript Indexing Service

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Recipient Institution]

[Recipient Address]

Dear [Recipient Name],

We are pleased to present our proposal for providing manuscript indexing services for your esteemed institution's PhD dissertations. With our expertise in academic publishing and a robust understanding of indexing standards, we aim to enhance the accessibility and visibility of your scholars' work.

Service Overview

Our indexing service will include:

- Creation of comprehensive indexes tailored to individual dissertations.
- Adherence to specific indexing guidelines provided by your institution.
- Delivery of indexes in multiple formats suitable for both print and digital platforms.

Benefits

By choosing our services, your institution will benefit from:

- Increased discoverability of dissertations.
- Enhanced user experience for researchers and students.
- Professional and timely service delivery.

Pricing and Timeline

We offer competitive pricing models based on the volume of dissertations and the complexity of the indexing required. The typical turnaround time is [insert timeline], ensuring timely availability.

We would be delighted to discuss this proposal further and explore how we can best serve your indexing needs. Please feel free to contact us at [insert contact information].

Thank you for considering our proposal. We look forward to the opportunity to work with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]