# fileroom portfolio

Selected works of graphic design, copywriting, content writing, document formatting and promotional videos.



**Spend your time wisely.** Visit fileroom.com



### **About fileroom**

We are corporate and marketing communications specialists with experience in designing, writing and producing business and marketing communications for retail, education, real estate, financial services, construction, services, health, childcare, agriculture and many other businesses.

#### Work smarter on the fileroom platform

We deliver services through our secure online platform, designed for you to collaborate with your team and ours to boost productivity and save valuable time.



# Our skills

We can work on a wide range of documents, videos and communications meant for any purpose. We also have experience working in different regulatory environments, and we understand governance and compliance.

Most importantly, we excel at building your brand into your communications so you can deliver a strong and lasting impression on your customers, employees and stakeholders.

We have more than 25 years of experience working with all kinds of business strategy, marketing, operational and tactical documents and communications.

Our experience and skills are a unique mix of strategy and design, which will provide you with cost-effective engaging materials.

### **Our Services**

We are the perfect partner for all your document & video needs.

Creative Graphic Design



**Brand Elements & Identity Graphics Corporate & Annual Reports Graphics of any kind** Infographics **Marketing Communications of any kind Merchandise & Packaging Print and Digital Communications** Signage **Social Media Ads** Stakeholder and Internal Communications **Strategic Documents & Presentations Workflow & Process Maps** 

Copywriting [3]



**Capability Statements** Case Studies **Company Profiles & Strategy Documents Marketing Collateral Media Releases Social Media Ads & Posts Custom Requests** 

**Content Writing** 



**Articles & Blogs Content Marketing** eBooks **Email Marketing** Presentations **Custom Requests** 

**Custom Requests** 

**Technical** 



Corporate Manuals & Handbooks Fact Sheets **Management System Documents Product Specifications** Policies & Procedures **Tender & Award Submissions** 

**Document Formatting** 



**Documents of any kind Interactive Forms Proposals** Reports **Static Forms Tender & Award Submissions** 

**Proofreading & Editing** 



All types of communications

**Promotional** Videos



**Employee Videos Explainer Videos Marketing Videos Product Demonstration Videos Social Media Videos Stakeholder Videos Training Videos Custom Requests** 

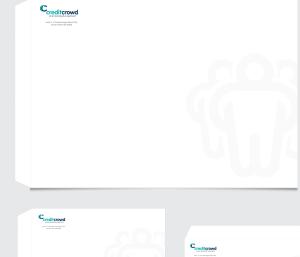


# **Credit Crowd**

**Smart Lending & Investment** 



- → Website Content
- → Blog Posts
- **→ Client Newsletter**
- → Document Formatting
- → Scriptwriting
- → Product Disclosure Statement
- → Financial Services Guide
- → Information Memorandum
- → Infographics
- → Company Folder
- → Investor Presentations
- → Investor Communications
- → Corporate Stationery
- → Integrated Management System Documentation



**Graphic Design, Copywriting, Promotional Videos** & Borrower, Investor & Stakeholder Communications

#### Logo Design & Full Corporate Identity



Jane Smith | Finance Manager CREDIT CHOWD MORTGAGE SECURITIES UTD AFSC: 632797 ASN: 81 156 339 372 1809-149-169 North Ferth WA 6006, Australia

creditcrowd



#### **Corporate Stationery**



#### **Document Cover Templates**









#### **Brochures**



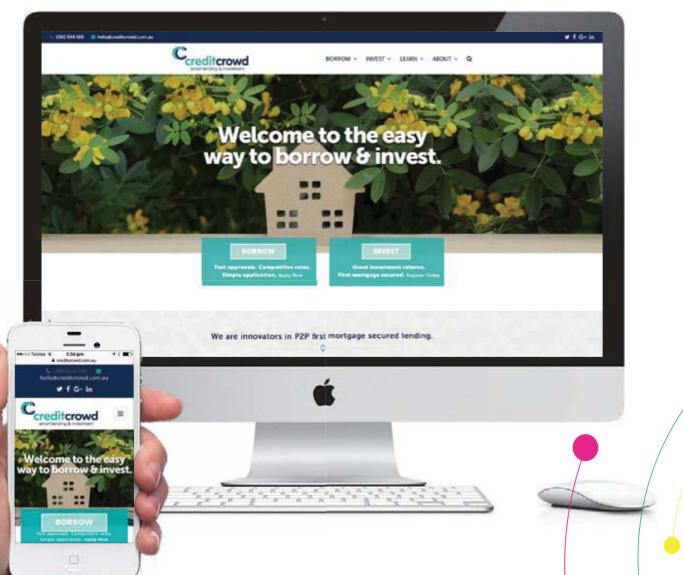


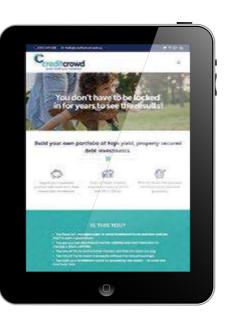


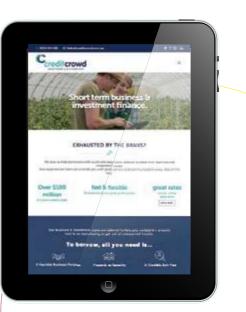
# Credit Crowd (Cont.)

Smart Lending & Investment

Website Skins & Copywriting





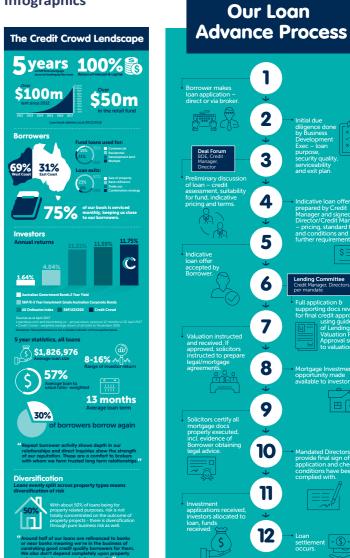








#### **Infographics**



# Credit Crowd (Cont.) Smart Lending & Investment

Brand style guide.

s s m s s s p m

#### **Brand Style Guide**



Secondary Colour Palette





#### **Corporate Videos**



[Click here to watch]

[Click here to watch]



[Click here to watch]

# Logo & Primary Colour Palette



- Project Management
- → OH&S Management Plan
- Geraldton Site Emergency Management Plan
- Class 3C Vessel Safety and **Emergency Management**
- → Policies
- **→ System Procedures**
- → Safe Work Procedures
- → Safe Work Method Statements
- → Registers
- → Templates, Forms & Check Lists
- → Brand Elements



**Policy Documents** & Technical Writing

Occupational

Health & Safety

Management Plan



Class 3C Vessel Safety & Emergency Management Plan

**Domestic Commercial Vessel Restricted Offshore Operations** Vessel Name: XXXX

Contractor Management Procedure



West Australian Octopus Pty Ltd (WAO) is committed to ensuring that all our

solverse effects of farigue (about all and rooms medical conditions, stress, should and other strage, naterilizer, theoryte or facetty issues.

To achieve this objection, we will:

# Effectively manager the oppolicant factors to

- positions that are suitable for their physical
- tremtal and emotional capabilities. 3 Take ressorable stops to sinure that all yord to work while
- Establish and implement a reliable, sensent and comprehensive system of tooling har alcohol and other disgs to ensure employees
- Work while water the following of drugs.
- Company skyled during restared bears.
- Operator any emore, plant or equipment carned or legard by WAD while under the influence of sings or shipfort.
- Implement an effective process to identify and manage any emphysics whose libers for work. In correspondented: . Enser resemble demands are male of
- prophysics regarding work hours, tasks and duties effectively, without under pressure and

October 2018 DATA PLANTAGE IN THE

Priorite appropriate facilities and time between periods of sent to reson all employees have

to ensure that We policy is replemented and

no take all researchable steps, to ensure they can stay At he work, and set to a responsible masser at all

This pulses applies to all WKO compiled actions It will be reviewed at least aroundly to stouck our

FATIGUE OBSERVATION FORM

Shift patterns: Indicate shift type (D-Day, N-Night)/previous hours worked each day and last 12-hour break

What initiated this absencetion? (e.g. incident/cell-assessment/observation/shift extends keycool normal shift

PART A: FATIGUE OBSERVATION/SELF-ASSESSMENT RATING SCALE

firefs active, energetic, afert, eithe assaler, attrettive to surroundings, good 1 to

Asole, but related, responds to things at required but not energetic or \$10

Eyes tired, long aya blicks (1-2 seconds), difficulty becoming upon, yoursing, 4 cr

No longer Egiting steep, directly thoughts, gruggy, wants to be shown, long 5 : 4

trouble understanding instructions, clumps, errors in spench, effort to stay

forgets what is going to say Little or no activity, fixed staring, must force eyes open, difficulty \$ :14 remaining awake, head falls forward, 'need off', strong desire to sleep \*Personnel exhibiting rottings 4, 5, or 6 should not be operating plant or equipment)

Functioning at high levels if not at peak

octopus



**Policy Documents & Technical Writing** 

FATIGUE OBSERVATION FORM

octopus PART B: FFW MANAGEMENT INTERVIEW/SELF-ASSESSMENT RESPONSE

Loss Wide Medium Nat. High York \$ Number of house shore print to skill. 108 (0 32.08 (0 452 2. Number of hours simp in last 48 hours \$ find of correct shift articipated fulgor engoyment Number of hours sleep to her 40 hours

Total SQ Total (MS Total (NS

Continued Falliage Monitoring/Self-Avenuewit Attended Law Stat States Multiply 'Low' total's L. 'Madison' s 2 and 'High' s 5 Evaluation Table e.g. a combined total of '32' with no "High Risks" would require "Alternate Law Bioli Duties Attenue Say Rel'Survey and 'Cartinued fatigue Monitoring/bell-dosesment'. Circle the arbitrood total and implement the required Menage, Supermented Approint Approx

SWF or Chill appraisal required prior to continues that Additional imported action

Strat work, department Manager/Napoletonists and CMS

# **CFS Solutions**

Adding Value Through Relationships

**Interactive Forms & Document Formatting** 

# **Work Completed**

- > Interactive Fact Find Application Form
- → Interactive Living Expenses Form
- → Calculated Form Fields

#### **Fact Find Document**



#### **Interactive PDF Form**

Part 4

|                | Living Expens  | es (All Applican | ts)  |
|----------------|----------------|------------------|------|
| € •            | é <u>1</u>     | if               | M    |
| MOTOR          | & MARISE       |                  | MILY |
| DESCRIPTION    | MONTHLY AMOUNT | DESCRIPTION.     | - C. |
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| Car Immigrica  |                | Exertalienant    |      |
| Maleranie      |                | road & Speceries |      |
|                |                |                  |      |

| MOTOR & MARISE    |                |
|-------------------|----------------|
| DESCRIPTION       | MONTHLY AMOUNT |
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| Car Immiarica     |                |
| Malerania         |                |
| Petrol            |                |
| Registration      |                |
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|                   |                |
| York              | 100            |

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| Other Symmes for below) |     |  |
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| The .       |                | 1 1 |
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|         | Extertainment |                |
|         | Minals        |                |
|         | Spending      | na list below) |
|         |               |                |
| \$ 0.00 | Total         |                |

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|----------------|------------------|--|
| DESCRIPTION    | MONTHLY AMOUNT   |  |
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| EMARKE         | 100              |  |
| GFTS.          | 1,000            |  |
| HEALTH         | 100              |  |
| esters 445     | 8 0 00<br>5 0 00 |  |
| MONTH.         |                  |  |
| MOTOR & MARINE | \$200            |  |
| Telal          | \$100            |  |

CESSOLUTIONS

A budget planner can also be found on the ASK website. The following URL will provide the

# Zambezi Plumbing & Gas

**Reliable Commercial Plumbers** 

Strategic & Technical Writing, Document Formatting

# **Work Completed**

- -) Strategic Content Review against **Tender Specifications**
- → Tender Submission Writing & Editing
- → Document Formatting
- → Tender Submission Compilation

The Zambezi Team





Shaping Your Strategic Sparkle

market fever m



# **Work Completed**

- → Website Copywriting
- → Blog Writing
- → Brand Elements
- → Corporate Stationery
- → Document Covers
- -> Tender Submissions

# Logo Design & Full Corporate Identity







#### **Corporate Stationery**









Website & Copywriting

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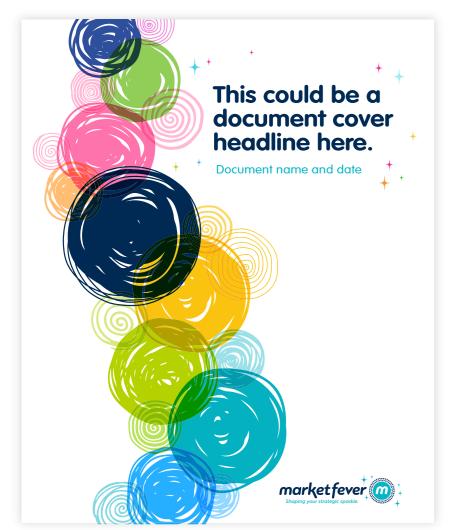




# Marketfever (Cont.)

Shaping Your Strategic Sparkle

**Proposal & Report Covers** 



#### **Power Point Templates**







This could be a document

cover headline here.



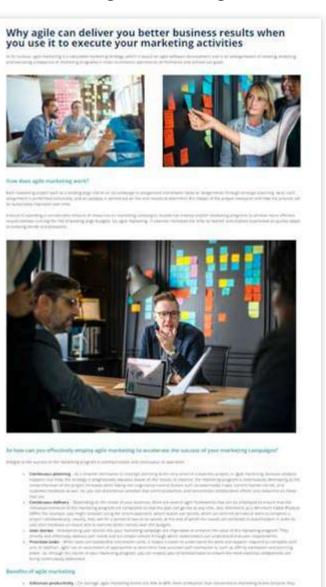
**Proposal & Report Covers** 







#### **Blog Content Writing**





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Graphic Design, Copywriting, Content Writing & Promotional Videos

#### Corporate Stationery



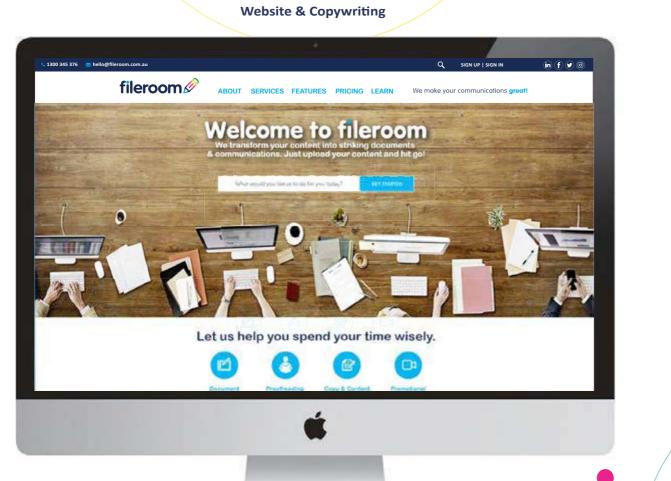
**We Make Your Communications** 

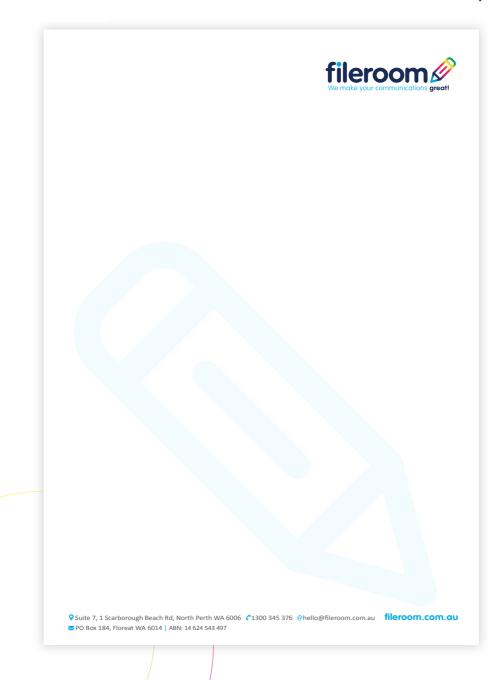
- → Graphic Design
- → Brochure Copywriting
- → Website Copywriting
- → Blog Writing
- → Brand Elements
- → Corporate Stationery
- → Social Media Ads
- → Social Media Profile Design
- → Document Covers

Logo Design & Full Corporate Identity















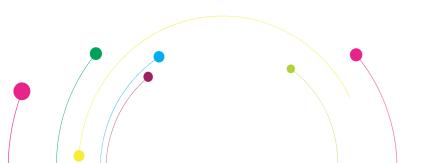


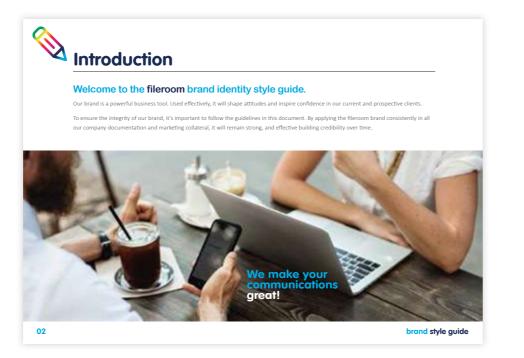
# fileroom (Cont.) **We Make Your Communications**

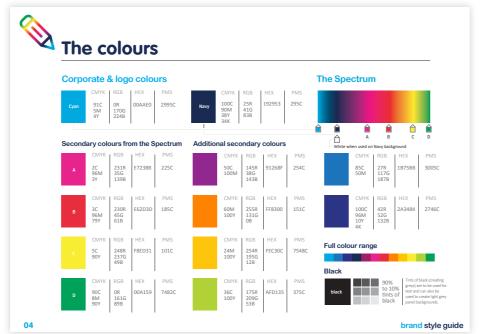
#### **Corporate Identity Style Guide**





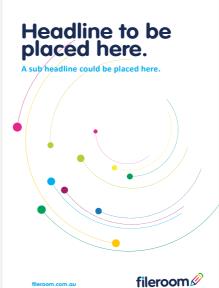


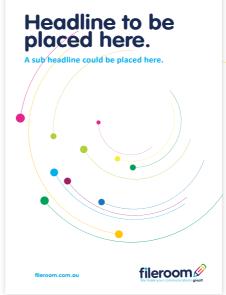


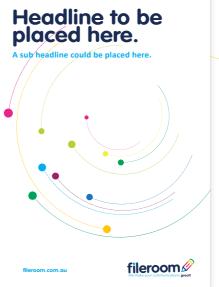


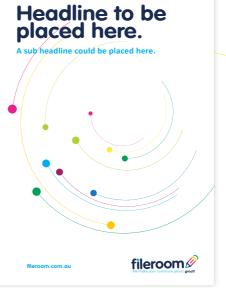
#### **Document Covers**





















































# fileroom (cont.) **We Make Your Communications**

#### **Illustration Graphics for website**















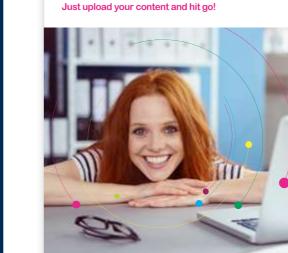




#### Infographics



#### **Achieve striking communications** & marketing collateral quickly.



Spend your time wisely. Visit fileroom.com.au fileroom

#### **Corporate Brochure**



#### **Videos**



[Click here to watch]



[Click here to watch]

# Here are some ideas of what we can write for you.

# Fenner Dunlop

Metal Cutting Guillotine Safety Training Video

**Engineered Conveyor Solutions** 

# **Work Completed**

- → Scriptwriting
- → Voiceover Coordination
- → 2D Animation
- → Video Production
- → Post-Production Colour Grading & Editing





# **Central Systems**

Preserving Today. Constructing Tomorrow

Graphic Design, Copywriting, Content Writing & Technical Writing



- → Graphic Design
- → Brochure Copywriting
- → Website Copywriting
- → Capability Statement
- → Case Studies
- → Corporate Stationery
- -) Client Presentations
- → Integrated Management System Documentation
- → Form Rebranding
- → Website Skins
- → Print Advertisements

**Business Development Presentations & Copywriting** 





Case Studies

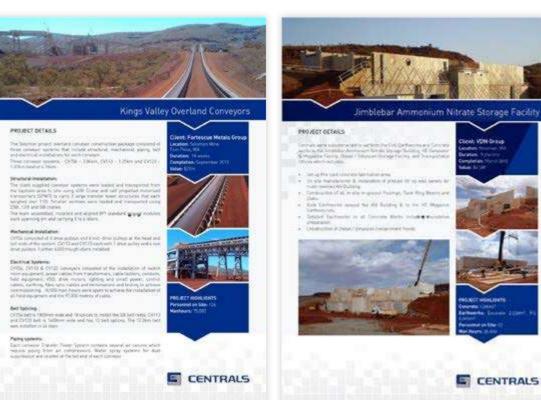
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We central polymera contain Community Resource

# Central Systems (cont.)

Preserving Today. Constructing Tomorrow

#### **Case Studies**



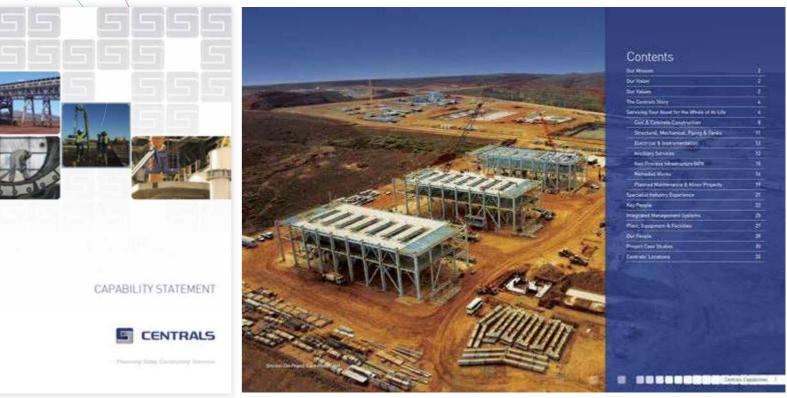
#### Advertisements



#### Website & Copywriting



#### **Capability Statement**









# **VMend**

Graphic Design, Copywriting, Content & Technical Writing

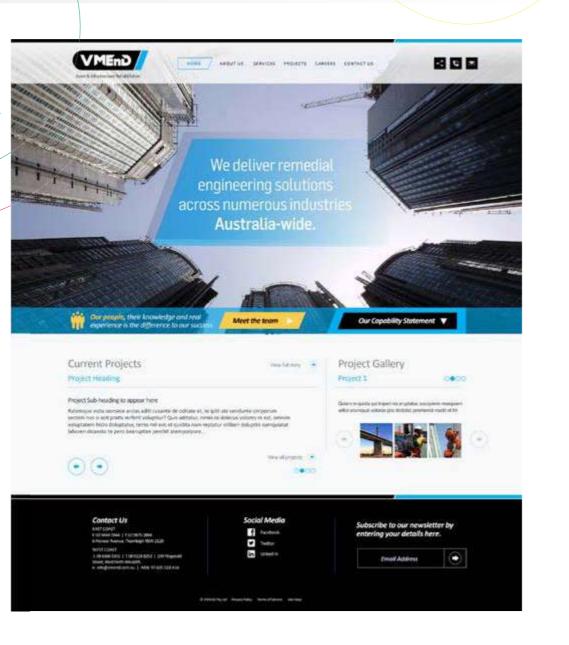
#### Asset & Infrastructure Rehabilitators

## **Work Completed**

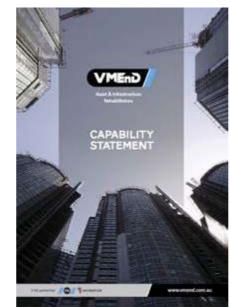
- → Graphic Design
- → Brochure Copywriting
- → Website Copywriting
- → Services Flyers
- → Capability Statement
- → Corporate Stationery
- → Client Presentations
- > Integrated Management System Documentation
- → Team Resumes
- → Website Skins

#### Website Skins & Copywriting





#### Capability Statement & Copywriting









#### Policy Documents & Technical Writing





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