

What is Easy Read document preparation?

Easy Read is about making a document that is accessible to someone with a learning difficulty. From leaflets to reports or policies, we can transform your documents, opening up your market to a whole new audience and helping you to comply with the Equality Act 2010.

The Aims

- To provide you with a quotation straight away
- To clearly set out how long the job will take
- To ensure that the document is fit for purpose before completion
- To complete a high quality document within the specified timescale

Who is this suitable for?

Organisations keen to demonstrate best practice in terms of producing written information and who wish to comply with the Equality Act 2010

What will our work cover?

- Changing wording to plain English, shortening sentences, removing jargon and explaining difficult words
- Add pictures which will aid understanding of the text
- Amend the layout of the document to ensure it is the correct font, sizing and layout
- Co-producing the document with colleagues with learning disabilities to ensure they are fit for purpose.

What will it cost?

£79 per page of A4 easy read produced.

What do customers say?

"We had a big piece of work that needed the high level expertise that VIAS can offer. They produced the translation we needed in order to make our work accessible for those who use Easy Read. We were delighted with the finished piece of work they completed."

Ethan Young

Civic Participation Officer, Inclusion Scotland

Want to find out more?

Contact us today on **0141 212 3395** or email **info@viascotland.org.uk**.