

Company Editions: what to send us

A Company Edition is *The Wisdom of Work*, the WorkSmart4Life card deck and ebook, made for your organisation: **your logo on the cover**, **a foreword from your leader**, **your own photographs** if you would like them, and **each person's name** on their own copy. Everyone on your list receives a 75-card deck and a 165-page ebook as two PDFs. The cards, the quotations, the research findings, the design and the layout come from us. This sheet lists what we need from you; you send it all through a private upload link.

1. Your logo

A **transparent PNG** (no white box behind it), landscape or square, at least **600 pixels** on its longest side. It appears on the ebook cover, on the cover card of the deck, on your leader's foreword page and on the closing page. A JPEG works too, but may show a background box.

2. A foreword from your leader

What	Guidance
The letter	150–350 words is the sweet spot; the page resizes the type so a longer letter still fits one page (up to about 500 words). Separate paragraphs with an empty line.
Greeting	Opens "Dear [name]," automatically, so every copy is addressed to its reader. You may write [name] anywhere in the letter and we fill it in.
Signed by	Your leader's name and title , for example "Managing Director". The company name is added after the title.
Heading	Optional, for example "A Word from Our Managing Director".

A good foreword says this is a gift, says in a sentence or two why work done well matters to your organisation, suggests one way to use the book (a page on a Monday, a question in a team meeting), and ends with a wish for the reader. Plain and warm reads best.

3. Your photographs (optional), up to nine

Photo	Where it appears
Cover	The ebook cover and the cover card of the deck
Seven group photos	One at the opening of each group in the ebook: Sharpen, Craft, Connect, Leading, Sustain, Moments, Why We Work (for example deep work, your workshop, a team meeting, a site briefing, a walk at lunch, a celebration, a finished project)
Closing	The last page: your team together reads beautifully

Every photo: landscape (wider than tall), about 3:2 like an ordinary print · JPEG or PNG · at least **1400 pixels wide** (1600 × 1067 is ideal) · sharp and well lit · a one-line caption of about 6–10 words. Any photo you leave out is replaced by the book's own illustration, so you can send all nine, a few, or none. Please send only images you own or may use, and make sure the people in them are happy to appear.

4. Your list of people

One line per person: **name, email** (for example *Thandi Nkosi, thandi@yourcompany.co.za*). The name is printed exactly as you type it, on the cover and on every page. The email is needed only if you would like us to send each person their own download link; otherwise you receive one ZIP with every copy, each file named for its person. You can paste the list in the upload page or send it to us as a spreadsheet.

How it works and how long it takes

Step	What happens
1. Quote	You tell us how many people. We agree a price per person and send an order.
2. Upload	You upload the logo, the foreword, the photographs and the list through your private link (about 15 minutes; each photo is checked as you add it).
3. Approve	We check everything and confirm your branding. Changes are easy until then.
4. Pay	By card through PayFast or by EFT against an invoice.
5. Deliver	Every named copy is made and you receive one download link for a ZIP of all of them, with per-person emails if you asked for them. Links are valid for 30 days.

Lead time: most editions are delivered within **two working days** of approved branding and payment; lists of more than 300 people within five working days. Tell us if you have a date in mind (a leadership intake, a year-end function, a team day) and we plan around it.

Meeting view, free with every edition. Every topic in the book carries one "For the team" question. On worksmart4life.co.za the free Wisdom of Work explorer opens any topic in **Meeting view**: its line and its question fill the screen, ready to open a team meeting. Your people can bring the book into the room on the first Monday.