

# ZAETRIC®

- *Technical Publications*
- *Business Management Systems*
- *Printing / Binding*



## Services Overview

Since 2000, Zaetric has provided on-demand *Technical Publications* development and *Business Management Systems* support services to technology-based engineering, service and manufacturing companies.

Used only as-needed, our services provide cost-effective outsourced technical publications or business management systems support.

To provide a world class presentation for your professional documentation, Zaetric also offers in-house digital printing and binding services including digital print-on-demand, and binding in multiple styles. Further, Zaetric designs and produces a wide variety of printed marketing collateral. See examples [here](#).

## **Technical Publications – What Are They and How Zaetric Can Help**

Technical Publications are technical documents, reports, instructions, workflow, procedures or intellectual property content put together in an easy-to-understand form.

A technical writer develops, in clear and concise content and graphics, the instructions, directions or explanation for a technical or business subject. Technical writing is a specialized task (not administrative) requiring practiced attention to detail.

Zaetric technical writers have the industry experience and skills necessary to understand and address our client's unique subject matter and technical publications development challenges.

Once a clear scope of work identifies the client's documentation needs and goals, Zaetric technical writers collect subject matter through interviews with SMEs or other collection methods. The SME / technical writer interface produces fit-for-purpose documentation which is compliant to client requirements including applicable business, project, industry or regulatory standards. The finished document is reviewed and approved by the SME prior to release and use.



### **Technical Publication Skill Sets**

- Technical writing
- Editing
- Formatting
- Document Template Development
- Project Document Control
- Databook Compilation
- OCR Scanning
- Printing / Binding
- Marketing Collateral Development

### **Technical Publication Subject Matter Topics**

- Offshore Operations
- Event or Accident investigation
- Manufacturing and Fabrication
- Engineering or Scientific Data
- Mechanical and Electrical Equipment
- Software and PLC Controls
- Lessons Learned
- Contracts and Proposals
- Business Startup and Process
- Project and Vendor Management
- QA/HSSE

### **Technical Publication Products Developed by Zaetric**

- User Manuals
- Technical Reports
- Handbooks
- Brochures
- Contracts
- Proposals
- Quotations
- Technical or Business Procedures
- Instructions
- Specifications
- Project Execution Plans
- Business Plans
- Workflow or Process Diagrams
- Training Documents

## What is a *Business Management System* and How Can Zaetric Help?

A *Business Management System* (BMS) is an organized methodology of business planning and operational execution. A BMS includes business or execution plans, policies, procedures and business or technical process and workflow. A company's BMS defines how it efficiently achieves a profit-oriented goal.



Company BMS areas typically include contract management and administration, proposals, procurement, QA, engineering, service, vendor and project management, project document control and other areas.

Zaetric BMS support tackles the challenges faced on the business side of engineering, project management and sales activities and includes process / workflow analysis, procedure development and hands-on support to implement and monitor the desired BMS process.

Zaetric BMS services are developed and implemented to meet individual client needs - no cookie cutter approach is used.

### What Do Zaetric BMS Services Provide?

Services are provided to small and medium companies for evaluation, improvement and management of client BMSs in compliance with company goals, policies and / or best practices.

BMS evaluation includes examination of the process requirements, personnel involved, workflow and required operating documents.

Some projects or processes may have contractually-mandated requirements.

Zaetric's BMS evaluation includes a comprehensive process report including recommended improvements.

Zaetric implements approved evaluation recommendations and provides training documents and hands-on management of BMS implementation or revision.

### Typical BMS Support Deliverables

- Project Execution Plans & Checklists
- Resource Plans
- Quality Plans
- FAT Procedures
- Vendor Qualification Checklists
- Workflow Diagrams
- Work Instructions
- Vendor Management Checklists
- Inspection Forms & Checklists
- Instructions
- Proposal, Quotation & Contract Documentation
- Training Material
- Hands-on Implementation support

## Printing / Binding

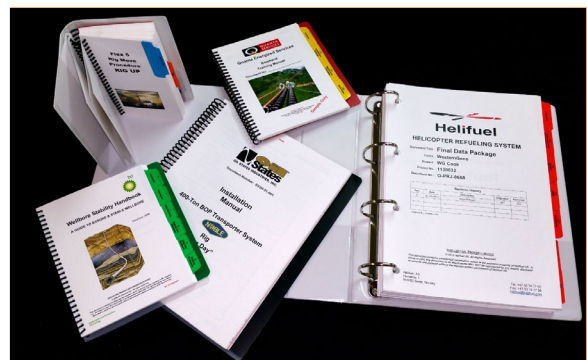
Zaetric offers customizable, in-house digital printing and binding services. The quality and schedule of the printing and binding services is closely controlled. We will deliver your printed, bound and packaged documents or digital material to its final destination in the most expedient manner possible. View the complete Printing / Binding Services brochure, including example pictures, [here](#).

### Zaetric Printing Services

- **Print on Demand** - the right solution for projects requiring a specific format or content, frequent changes and fast delivery. Digital printing is ideal for short document life cycles and documentation that becomes obsolete quickly due to content changes.
- **Material** - Zaetric maintains adequate inventory of printing, binding and digital publication materials to address urgent delivery demands.
- **Binding styles** - includes plastic coil, GBC (comb), stapled (booklet), 3 or 4-ring presentation D-ring binders, and other options.
- **Sizes** - printing and binding is offered in US, metric or custom sizes including wall posters, up to 42" width.
- **Stock** – a variety of paper and synthetic mediums in a wide selection of sizes, weights and finishes are offered.
- **Data book compilation** – we collect, organize, compile, verify, scan and publish manufacturing or project data books in pdf and / or hardcopy format.
- **Marketing collateral design** – we design, print, package and ship custom marketing collateral including journals, grid or note pads, calendars, flyers, line sheets, brochures, and other products.
- **Digital publication** – our services include: CD / DVD / USB stick burning and label/disc printing, auto-run menu development and pdf merging, linking and formatting.
- **Document index tabs** – we offer multi-cut index tabs with custom text or graphics printed and tab surfaces protected with thermally-set mylar laminate.
- **Document laminating** – various sizes and weights of heat-set, water resistant lamination is offered along with various binding options for multi-sheet document sets.
- **Post-printing finishing** – our finishing services include: automatic creasing/folding, perforating, corner rounding, metal corner protectors, grommets, gluing, padding and custom cutting.
- **Packaging and shipping** – packaged and delivered to any destination worldwide.

### Zaetric Print / Binding Benefits

- Print-on-demand – cost effective for low to medium quantities (1 to 2,000)
- Broad range of binding styles, sizes and materials
- Publication materials maintained in stock
- Digital and hard copy reproduction of manufacturing or project data books
- Fast turnaround
- Turnkey approach from printing to binding to packaging and delivery to the final destination



## Benefits of Zaetric Services

- Lighten subject matter expert and key resources workload to allow more focus on mission critical activities
- Technical publications support only as needed
- Eliminate overhead cost of in-house services / departments
- Limited management of Zaetric services
- Improvement of Technical Publications and BMS throughput time, efficiency and cost
- World class fit-for-purpose printed and bound technical publications
- When combined, our Technical Publications, Business Management Systems support and Printing / Binding services offer a truly turnkey solution to your technical or business documentation needs.

