

# ZAETRIC<sup>®</sup>

## SERVICES SUMMARY

### OVERVIEW

ZAETRIC (Est 2000) is headquartered in Houston, Texas and, on an as-needed basis, provides technical documentation development, business management systems consulting and digital printing and binding services to technical-leaning clients, worldwide.

### SERVICES OFFERED

Technical Writing Services help client subject matter experts (SMEs) evaluate, develop and/or implement operating and business documentation including; reports, specifications, guides, instructions, manuals, procedures, policies, contracts, proposals, workflows, presentations, web content, explainer videos and graphics.

Business Management Systems Support Services help client SMEs evaluate and improve or develop and implement business or technical workflow processes such as proposals, contracts, purchasing, vendor management, document control, project management, and document those process or improvements in clear and usable operating and/or project documentation.

Printing and Binding Services produce professional-class printed documents and marketing collateral. Services include; digital printing, CD/DVD publication, marketing collateral development, digital scanning, data book compilation, coil/ring binding, custom index tabs, and document laminating

### BENEFITS

- Familiarity with business subject matter
- Reduction of client SME's time spend on documentation and business process development
- Quality work product
- Quick turnaround
- On-demand resource (use only when needed)
- Avoids excessive cost and management of internal technical publications resource
- An experienced and turnkey solution to technical and business documentation development needs.

### SERVICES EXECUTION APPROACH

Each client's technical writing, business management system or printing and binding challenges are unique in scope and variables. We evaluate the scope of work and deliverables, resource skills required, project timeline, and other known project or business process or management challenges and apply the appropriate resources.

Our project approach is structured to provide a work product that is "fit-for-purpose" and delivered on a "time-is-of-the-essence" basis.

Zaetric services are provided on-site or remotely and are applied on a strict as-needed basis. By using ZAETRIC services our client's technical and business SMEs are able to spend more time applying their core competencies to other mission critical activities.