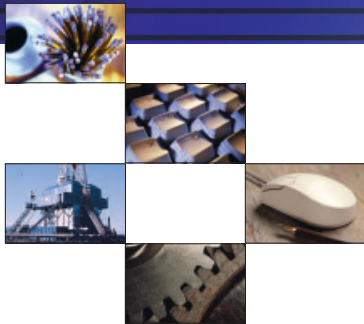




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BGI holds a Six Sigma Greenbelt Certification, is a member of the AAIA and is certified by the National Association of Women Business Owners Corporation.

Publication Services

BGI is the ideal resource for outsourcing your publication needs. Whether it's a single sell sheet, technical bulletins, or a 750-page catalog, BGI produces superior publications. With innovative digitization and product management skills, BGI can step into your company and create exactly what you need within the time frame that you need it.

Project Management

BGI can work with publication managers to develop a time line for projects, get printer quotes and interface with the printers, typesetters, editors and vendors. In addition, by using our electronic approval system (EAS), catalog managers have a web based project management system at their fingertips.

Features of the EAS include:

- Online electronic system for graphic approvals
- Customer controlled timing, confidentiality and communication within the approval process
- Automatic e-mail notification when a project is online for review
- Automatic e-mail reminder if stated deadline has not been met
- Files that can be viewed on screen or downloaded
- Saves time and expense of overnighting hard copies
- Helps keep projects on schedule
- Provides documentation of entire approval process

Graphic Design & Production Services

Design services include:

- Covers from concept to printer ready files
- Advertising pages
- Product icon development
- Application page layout
- All ancillary pages including:
 - Conversion of existing sell sheets to catalog pages
 - Cross reference charts
 - Technical information catalog pages
 - Technical bulletins
 - Foreign language footnotes
 - Product identification pages, including specifications
 - UPC codes and explanations
 - Installation instructions

File Exchange & Project Archiving

BGI also offers file exchange using our electronic approval system (EAS) and our FTP site. After a project is completed, it is archived within the EAS system and copied to three CD's, one stays at BGI, one is taken off-site and one is sent to the customer.

"BGI has the capability to see a whole project at a glance and the knowledge and responsibility to manage the publication process."

Jeff Chalfin – Team Leader, Catalog & Technical Services, Honeywell