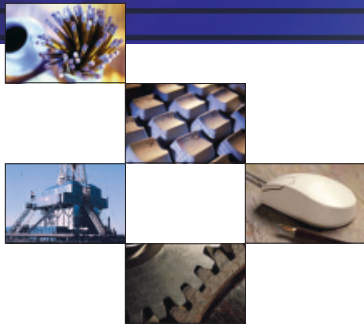




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Technical Documentation Services

With more than 15 years experience in the industrial manufacturing sector, BGI understands the need for technical documentation. In our increasingly electronic world, we also understand the need for these documents to be digital. We are experienced in both the development of new documents and the conversion of older, printed documents to a digital format.

Let us save you time and money by handling the graphic set up of all your technical documents so you don't have to.

Technical Documents

We take great pride in the ability to create and update a full range of technical documents and publications including:

- Owner's Manuals
- Price Lists
- Parts Lists
- Multi-page Product Catalogs
- Catalog Updates
- Application Guides

Digitization of Printed Materials

Do you have old manuals or other documents that need to be digitized? BGI can do it for you! We offer a digitization service that converts older printed materials into electronic files for updating, reprinting and web site usage.

Drawing Modification Capabilities

BGI has the ability to make changes to CAD drawings in DXF format including:

- Increase/Decrease Line Weight
- Minor Design Changes - Additions/Deletions
- Text and Numeric Changes
- Overall Cleanup if Necessary

Electronic File Exchange

BGI accepts any size file via e-mail or FTP site and makes proof-reading easy with a web based approval system.

PC and Macintosh

BGI currently works in both PC and Macintosh formats and accepts documents in the following:

- Microsoft Word
- Adobe PageMaker
- QuarkXPress
- Adobe Photoshop
- Adobe Illustrator
- Microsoft Excel
- CorelDraw
- Adobe Acrobat PDF Files
- Macro Media FreeHand
- CAD drawings in DXF Format

See our portfolio at
www.bgi-inc.com.

BGI is nationally certified by the National Women Business Owners Corporation and has a Six Sigma Green Belt certification.
