



## Document Creation



taalbureau  
**B&K**  
PROJECTS

## Project Management



### Lay-out

We carry out a **thorough analysis** of your requirements and in consultation with you determine the **look & feel** of your documentation. In addition, we integrate illustrations focussed on your message. At B&K Projects – language office the file format (\*) is adapted to the requirements, and not vice-versa.

### Text

Our technical writers put pen to paper in relation to the **user** and from a **multilingual viewpoint**, respecting both form and content. Not only does your communication reach its target but it will also save time and money during the translation process.

### IMAP

B&K Projects – language office uses **Information Mapping® (IMAP)**, a scientifically based international information standard currently used in the business world to analyse, to structure and to present information in a consistent manner *(see also [www.imap.dk](http://www.imap.dk)).*

### Guarantees

- Accessible and comprehensible documentation
- Inviting and efficient, adapted to the target group
- Publishable both online as also on paper
- Easily integrated into content & document management systems

### B&K Xtra Services

#### “Product oriented”

At B&K Projects – language bureau commitment signifies that our collaborators follow **external training** courses in order to fully understand your product. The writer becomes an expert.

### Rates

B&K Projects – language office charge hourly **guideline rates** varying between 50 and 70 EUR, depending on the complexity and size of the assignment.

### Project Management

Our **internal experience** in copywriting, translation, localisation and Document Creation ensures that with B&K Projects – language office you have the ideal documentation and communication partner to assist you from **a to z**. From conceiving the concept right through to the final document ready for printing.

### Reporting

An appointed **Project Manager** keeps you up-to-date at regular intervals on the project’s progress. You know what to expect and when. Our head of project becomes your **dependable contact person**.

### Guarantees

- Hassle-free completion from a to z
- One contact point
- Timely and correct delivery
- Priority given to urgent projects



### B&K Xtra Services

#### “Product oriented”

Not only do we guarantee a punctual follow-up during the project, but our **detailed debriefing** is aimed at ensuring that future projects run even more smoothly. Together with you B&K Projects – language office strives for the shortest possible completion period.

### Rates

B&K Projects – language office charges a **management fee** of 58 EUR/hour.

(\*) B&K Projects – language office provides support for all Office applications, FrameMaker+SGML, InDesign, QuarkXPress, HTML, XML and Interleaf (IASCII).