

TQM Solutions

DOCUMENTATION



How organised is your paperwork?

Can you put your hands on that vital and important piece of information?

Your next new business contract might depend upon it!

Are your documents accurate and up to date?

As your company grows, your infrastructure must also grow with it.



Document Management

- TCM Solutions work with you to introduce documents and materials that will benefit and support your business to become ready for future opportunities and growth.
- Documents can be built from scratch, or we can update and adapt existing material.



Any Type of Document

Policy	Procedures	Reports
Manuals	Business Stationery	Letters
Flyers	Mailings	Brochures



- All documentation produced is practical, effective, easy-to-use and, above all, client-driven. Adobe Acrobat or word format.
- We can colour co-ordinate any document to match your corporate identity, logo or colour scheme



Where do we operate?



We provide on-site training that is practical and interactive.

Follow-up coaching is available to show how the new documentation can be Used and fully integrated in their day-to-day functions



Your Next steps

- For more information, about our Document Solutions, please visit our web site:
www.tqmsolutions.co.uk
- If you would like to discuss how we can help you develop better business documentation, please contact us by telephone:

Phone: 01204 401246

Mobile: 07986 435910

