

Policies and Procedures

Are your procedures unclear, your online help difficult to navigate, or your manuals unwieldy? If so, then your documentation is costing you money. Documentation problems lead to inefficiency, non-compliance, and reduced productivity.



Our Experience

Established in 1995 DVI TEK offers a full range of professional services to corporations, small businesses, and individuals across the United States.

Some of these services are:

- Document Production and Distribution
- Training courseware development and presentation
- Project Development and Execution
- Business and Project Plans
- Proposals in Response to RFP
- RFP's, RFQ's RFI's
- Marketing
- Policies and Procedures
- Product Specifications
- Troubleshooting Guides

Services

DVI TEK provides a wide variety of services that includes Project Management, Knowledge Management and Documentation Development.

Documentation

We can assist you by designing and developing effective print and online policies, procedures and documentation. We evaluate, create and re-engineer your print and online content including:

- Standard Operating Procedures (SOP)
- Business policy and procedure manuals
- Reference material
- Proposals
- Product Documentation

Training

We can provide training solutions including:

- Curriculum Design
- Training Tool Development
- Effective Presentations
- Training Manuals and courseware
- User Guides

Documentation problems lead to inefficiencies, noncompliance, reduced productivity and lost revenue

**Headquarters
DVI TEK
7512 Bancroft Circle
Suite A
Fort Worth, TX 76013
817.909.8829**

**DVI Offices:
Fort Worth, TX | San Diego, CA | Philadelphia, PA**

Solutions

Our Team

DVI TEK has established a team comprised of senior level professionals that reflect your company's commitment to quality.

Are your policies and procedures unclear, your online content difficult to understand or navigate, are your manuals difficult to read and understand? If so, then your documentation is costing you money.

Solutions

Documentation:

Policies, procedures, Installation procedures, user manuals, technical writing, proposals, reports, specifications, or editing

Marketing:

Create logos, flyers, brochures, business cards, mailers, ads, even calligraphy to promote your company

Curriculum Design:

Consultation with Subject Matter Experts to develop appropriate training courses for your personnel

Training Tool Development:

Create training manuals, reference guides, PowerPoint presentations, certification exams, or graphics for effective delivery

Effective Presentations:

Enthusiastic delivery of material in classroom setting to audiences of all sizes ensuring participants are fully engaged and retain knowledge

Our Methodology: DVI TEK analyzes, organizes and presents electronic and printed documentation based on Knowledge Management principles. We apply these principles and guidelines to the creation of performance based solutions to our clients' documentation challenges.

This methodology improves the usability of the information and optimizes understanding and performance.

Our business model is based on our understanding of technology and business infrastructure allowing us to manage your project freeing you to focus on running your business.

DVI TEK: Our headquarters is located in Fort Worth, Texas, with offices in San Diego, California and Philadelphia, PA.



Partial List of Clients

- ✓ Baker-Hughes
- ✓ American Airlines
- ✓ GTE Internetworking
- ✓ Nortel Networks
- ✓ Sabre
- ✓ Radio Shack
- ✓ Sprint
- ✓ Harcourt Books
- ✓ Hughes Aircraft
- ✓ The Associates
- ✓ International Truck
- ✓ Penske Trucking
- ✓ Ericcson
- ✓ Ameritech
- ✓ Partners Financial
- ✓ The First American Corp
- ✓ San Antonio Spurs

We represent you at your customer's site

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