

# ⌘ Profil d'entreprise

## Summary

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- ⌘ Our Clients
- ⌘ Consulting Services

**form**  
**PLUS**

Printing Broker and Variable  
Content Documents Integrator





## ⚙️ Notre entreprise

### Our Role as Printing Broker

Formplus surrounds itself with factories whose competent personnel diligently and professionally devote themselves to meeting your needs.

We entrust the production of printed materials to a network of specialized factories based on the type of material to be printed. They use the most recent technologies to reproduce quality documents.

Our role consists of choosing the supplier who can best meet the requirements of quality, price, and service.

### Our Role as Integrator of Documents With Variable Content

We use the most recent communication and reproduction techniques.

We offer solutions that will enable you to:

- laser print;
- fax;
- email;
- archive and retrieve produced documents.

### Expertise

With forty years experience in the domains of graphic communications and administration, we offer our clients judicious advice in the following domains:

- analysis of needs
- design
- form management
- sales and production of printed materials
- laser printing solutions

### Needs Analysis

The meticulous analysis of our clients' needs enables us to offer solutions that improve:

- administrative efficiency;
- the quality of communications;
- costs.

A study shows that the cost of purchasing forms represents about 5% of their usage cost. Our approach consists of proposing administrative solutions that make it possible to reduce the other costs.

### Forms and Graphic Design

Our team of highly skilled graphic designer and variable content documents technicians can create administrative and marketing documents to meet your expectations.

From branding to the publication of an annual report, we offer the service of graphic design for all your needs, at a fraction of the price you would pay by working with a marketing agency. Also, our vast experience in the printing industry allows us to design your documents according to prepress specifications, thereby avoiding additional costs and delays.

### Printed Material Management

For our clients who produce and publish a wide inventory of documents, we are able to manage their supply and suggest purchases to make scale savings.

### Production

One facet of our activities consists in coordinating the different operations to bring a project to term.

We intervene with managers, programming analysts, users, and factories so that each can have their say.



## ❖❖ Our Mission

- To be on top of new form design and reproduction technologies.
- To master the principal facets of the different administrative procedures and know their evolution.
- To listen to clients, know them well, and grasp their needs.
- To propose solutions favouring:
  - a constant graphic image;
  - the optimization of systems and administrative procedures;
  - a reduction of costs.
- To focus on quality and perfection in all steps of the process down to the smallest detail.
- To provide a quick and courteous service.

## ❖❖ Our Clients

About 400 clients in the following groups:

- Businesses
- Distribution centres
- Hospitals and Health and Social Services Centres
- Government and parapublic organizations
- Professional orders and associations
- Foundations and non-profit organizations



## ❖ Consulting Services

### Expertise

We analyze your administrative procedures and suggest optimal document management solutions.

The analysis of the flow of information enables us to clarify administrative procedures allowing for:

- an improvement of processes:
  - of input;
  - of printing;
  - of transmission;
  - of document archiving.
- the comparison of the costs of the current method vs. our solutions.

### In Search of Solutions

Have you ever faced a problem for which you had trouble finding a solution?

Through the years, we have met a multitude of challenges set out by our clients.

In several cases, we have developed management solutions that perform well.

### Contacts Network

Are your needs outside our domains of expertise? We can definitely refer you to one of our trusted contacts or guide you in your research.

Whether you need equipment, products or services we are confident that our network of professionals will be able to help you.

Do not hesitate to consult us.

### Working Approach

#### Evaluation of the Situation

To do this, you must entrust us with the mandate to determine the flow of information of the forms within your organization as well as those of your clients or suppliers.

When we embark on a project, our first task is to evaluate the need.

The nature of the printed document and the information to be collected, broadcasted or archived are only some of the aspects we analyze.

This in-depth knowledge of our client's processes enables us to:

- determine the positive and negative aspects of the forms currently in use;
- make recommendations;
- determine objectives;
- propose solutions that favour:
  - communication, efficiency and productivity;
  - savings;
  - the use of new technologies.

### Document Design

We pay attention to the slightest detail in achieving our goals:

- Information quality
- Information inputting
- Processing tools

### Harmonization of the Graphic Image

Whether there are several forms or types of printed documents, the harmonization of the graphic image plays an important role in the understanding and distribution of the documents that you publish.

### Document Management

We offer different strategies for managing documents such as:

- standardizing formats, colours and papers;
- purchasing advice: quantities, groupings, etc.;
- design of a printed documents catalogue;
- distribution of the catalogue online or through the local network.

### Periodic Follow-Up

We establish a schedule for periodical re-evaluation of the situation. We measure our client's satisfaction and make sure to solve any problem that arises.

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