

Why Choose JPG?

- Publications staffing and production our specialty
- Dual-support benefit (on-site or off-site)
- Professional approach
- Industry knowledge
- Customer satisfaction (our priority)
- Competitive fees and billing rates
- Completely insured
- Quality and timely delivery

Background

JPG was founded in 1993. The president (and co-founder) has 20+ years of experience in technical publications and marketing communications.

Our business category (or status) is "woman-owned", as certified and registered by the State of Minnesota.

Mission Statement

Our goal is to always help you (the customer) find the best possible solution to your documentation needs. We strive to give you the best possible service by:

- Carefully listening to your needs
- Presenting a workable, yet creative solution for your staffing or production needs
- Establishing and maintaining open communications
- Keeping you informed of progress
- Providing you with a quality product delivered in a timely fashion
- Working with you to keep costs within budget



*Offices in suburban
St. Paul, Minnesota:*

JPG & Associates, Inc.
8991 Hwy 5
Lake Elmo, MN 55042-8900
Phone: 651•779•1072
FAX: 651•779•8599
Web: jpgassoc.com

Inquiries: info@jpgassoc.com
Employment: hr@jpgassoc.com

Headquarters in suburban Saint Paul, Minnesota.



JPG & ASSOCIATES, INC.



*JPG & Associates, Inc.
is a full-service
publications
company.*

*Offering a
variety of
solutions for
producing
effective
documentation.*



On-Site Services

JPG's On-Site Staffing Services Group provides publications professionals to work at your location and to satisfy your project needs.



A Variety of Options

Depending on your particular needs, we can provide on-site candidates under the following arrangements:

- Contract (short-term, long-term)
- Contract-to-hire
- Full-time permanent (search and screen)

Finding the Best

Our on-site staffing services group has the knowledge and experience to find, screen, and match the most qualified professionals to fit your resource needs. Because we:

- Know the publications business
- Carefully listen to your needs to build a complete and effective candidate profile
- Adhere to a 14-step hiring process that ensures a timely and quality match
- Run extensive searches, carefully evaluate backgrounds, and perform reference checks
- Follow up on post-hire performance

Offering publications support in two ways:

On-Site & Off-Site

Specialists

Our full-time staff and associate network supports a broad spectrum of project needs. This includes the following specialists:

- Technical writers
- Marketing writers
- Editors
- Training curriculum developers
- Web-based training (E-learning) developers
- Web site designers and content developers
- Help systems developers (local, web-based)
- Graphic designers
- Technical illustrators and CAD specialists
- Utility desktop publishers
- Print production specialists
- Project managers

Off-Site Services

JPG's Off-Site Consulting Services Group provides publication assistance from our facility in suburban St. Paul. We supply all the hardware, software, and professional assistance to complete your project.



Off-Site Services

From our suburban St. Paul facility, we provide the following support services:

- Writing and editing
- Training curriculum development
- Web-based training (E-learning) development
- Web site design and content development
- Help systems development (local, web-based)
- Page layout, illustrating, and graphic design
- Document conversions (cross-platform, cross-program)
- Project coordination/print production management

Projects Supported

- Technical manuals (paper-based and on-line)
- Training systems (classroom-delivered and on-line)
- Help systems (web-based and on-line)
- Web site design and content development
- Marketing product sheets, specification sheets, catalogs
- Technical illustrations and graphics
- Documentation for: compliance, product development, manufacturing, quality assurance, etc.