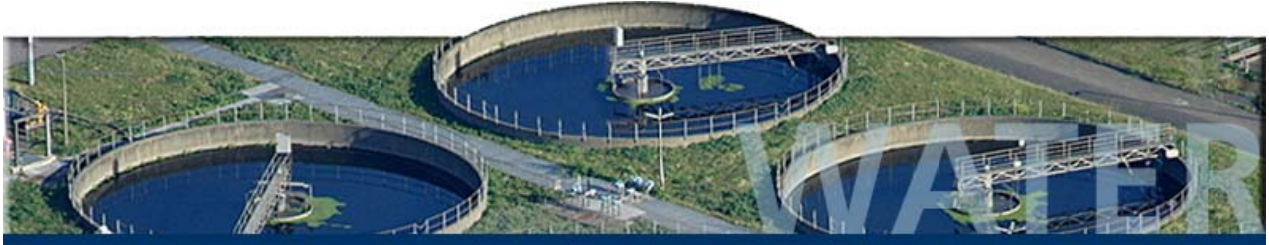


# Full Stop Technical Publications



## INFORMATION DESIGNED TO HELP YOUR BUSINESS

### WHO'S WRITING YOUR DOCUMENTATION?

Are you paying your engineers or managers to write your technical documentation when they should be focused on other things? At Full Stop we provide a range of technical and business related information design services focused on effective communication and quality, spanning the lifecycle of your product. Our customers include Severn Trent Water, Yorkshire Water, Scottish Water, United Utilities, Balfour Beatty, Birse, EIMCO and Enpure.

### WIN THE 'INFORMATION OVERLOAD' BATTLE

We have experience in your industry and understand the issues you face in organising information. We can help by gathering together relevant information from disparate sources and organising it into one coherent, consistent format; working to company guidelines, offering advice where required.

### OUR TECHNICAL WRITERS ARE 'TECHNICAL'

We have a strong background in engineering and IT, running business critical technical publications services for large companies. We are comfortable working with technicians, engineers, maintenance personnel and project managers or anyone faced with organising unstructured information. We can read electrical and mechanical drawings and use the information to compile asset data and create site specific operating procedures when required.

### OUR SERVICES

Our services include: compiling, writing, editing and designing instruction (works) manuals, technical files and health and safety files for all aspects of water treatment works, wastewater treatment, and pumping stations. For more information contact Gavin Rattray on 07740656085 or [gavinrattray@fullstopltd.co.uk](mailto:gavinrattray@fullstopltd.co.uk).

#### TECHNICAL AUTHORIZING

- Instruction manuals
- Training guides
- Health and safety files
- Engineering standards
- Document design
- Template creation
- Proofreading

#### WEB DESIGN

- Website design
- Editing
- Project management
- Accessibility testing
- Reviews and advice

#### DOCUMENT CONVERSION

- Conversion of paper records
- Single/double sided scanning
- PDF conversion with hyperlinks
- Paper folding
- Printer proof checking

<http://www.fullstopltd.co.uk/>