



Our services

Xact Grafik

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Who we are...



Kerstin Lösekamm

- Commercial training in the industrial sector
- Part-time study course in marketing/communication
- Four years of experience in developing business charts with Roland Berger Strategy Consultants (specialised in image processing and customised templates)



Eva-Maria Sturm

- University (degree in geography, specialised in cartography)
- Interdisciplinary university research projects
- Four years of experience in developing business charts with Roland Berger Strategy Consultants (knowledge management, responsible for France-based "Berger-Grafik" division)

Xact Grafik established in early 2004

Our offer ...

PowerPoint

Drawing up charts

- From handwritten drafts sent to us by fax, mail or eMail
- From texts (graphs supporting presentations)
- From figures (diagrams)
- Revision of existing presentations in case
 - the corporate design is changed
 - PowerPoint is widely used and accepted, however, drawing directly in the programme takes up too much time
 - presentations are to be transferred into a customised design or template
 - the original design is to be rendered unrecognisable

and more

- Design and revision of templates
- Chart libraries (standardised corporate charts are compiled and made available to employees in terms of "blank pages")
- Quick reference chart library (standardised arrows, text boxes in corporate design ... a simple step towards standardisation)
- Documentation (definition of line weights, colours, fonts and font sizes for presentations)
- Animation
- PowerPoint training courses
 - courses for advanced users
 - courses for beginners
 - on-the-job training

Word and more

Word

- Creating and revising Word documents and templates in accordance with CD
 - information memos
 - magazine publications

Excel

- Creating Excel templates in accordance with CD

Image processing

- Scaling down/editing image files
- Masking out details
- Changing colours

We are well aware of the fact that data is sensitive – hence we have taken all measures to ensure it is inaccessible to third parties.

We are happy to sign a non-disclosure agreement at any time

Why you should be working with us ...

Experience

- Ten years of experience in designing business charts in a highly efficient international setting
- Working with different customer standards
- Developing graphic standards
- Dealing with presentations from various industry sectors
- Making an active contribution in various project teams
- Our daily business is characterised by a hectic pace and by meeting deadlines

Flexibility

- Independent design studio where decisions are made fast
- Three full-time designers supported by freelancers
- Around-the-clock service is available
- Generally assignments on short notice ("on demand") are no problem
- Charts can be provided in German, English or French

Professionalism

- Working for our customers is our regular full-time occupation
- We aim at establishing long-term customer relationships and regard ourselves as part of the respective team
- We understand the issues our customers are dealing with and know how to visualise them
- We know PowerPoint inside out and guarantee the highest quality
- We follow a solution oriented approach
- We are your contact when it comes to PowerPoint and visualisation as such – also beyond individual orders

Partners

- For translations (BDÜ member – Federal Association of Interpreters and Translators)
- For web design
- For artwork (posters, flyers, brochures)
- For training courses on the content and structure of charts

Some details on the processing of orders

- Orders are placed by phone or eMail (if you order by eMail please wait until you receive an eMail confirmation)
- Please provide us with all relevant data (phone number, eMail address, time frame, deadline, ...) and you/your employees will receive our initial time estimate
- To deal with your order we generally need:
 - A fax with page numbers containing the total number of pages in the first page
 - The current template to be used for the presentation
 - The current presentation for proof-reading/changes or if pages are to be inserted
 - Charts, tables, photos and images unless we are meant to provide those
 - Existing PDF files or original Excel tables might also come in handy
- An employee responsible for your order will usually be available by phone - especially when it comes to narrow time frames
- Unless agreed otherwise illegible handwriting will be replaced by a sequence of question marks
- We will notify you at once if after receiving all files and faxes necessary our time estimate should turn out to be too low
- The completed documents will now be forwarded to the person who placed the order or as the case may be to the person indicated in your order

After reception of the documents

- Please make sure you or one of your employees immediately reviews the documents handed over
- If something should be wrong we are happy to make any revisions at once

Prices

Our **prices** (net per hour)

- Implementing graphic templates into PowerPoint¹⁾ EUR 45
- Conceptual work²⁾ EUR 55
- Training (customised) on demand
- Extra charge for weekend work EUR 10
- Extra charge for night work (9pm - 9am) EUR 25

1) Creating new documents, revising existing documents, image processing, publications, information memos, animation and linking

2) Designing charts from mere text, creating templates, chart libraries, documentation