

Mosaic Research and Project Management

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Sub-Contractor Services

At Mosaic RPM we recognize that sometimes you need help with your **office or information workloads or needs** ... it might be a need for limited support on a larger project that you are managing, an unexpected crisis, or ongoing low-level support for your organization.


We can take the place of the "hire" that you cannot afford or handle a specialized project or just help "fill the gap!" We are happy to discuss with you how Mosaic RPM can support your organization. There is no job too small for us to consider. We bring a broad background of skills and depth of experience and can work on a small scale, to support the needs of your organization. Whether you are locale to RTP or anywhere in the world, we can provide critical support to your business.



Below are described several of the services we offer. Don't see what you need listed here? Ask! We won't commit to a job unless we know that we can do it and do it well. Remember to check out our web-site as it shows examples of our work & projects.


Office Solutions (Document Preparation)	Information Solutions	Other Solutions
Desktop Publishing	Genealogy/Family History Support	Basic Web-site services
<ul style="list-style-type: none"> newsletters (print or electronic) project reports (print or electronic) grant applications (print or electronic) proposals (print or electronic) convert word files to PDF brochures catalogs 	<ul style="list-style-type: none"> census research -- US (1790-1930) & UK (1861-1901, select earlier years and places) UK Research ... take advantage of our extensive research experience in the UK ... covering England, Wales and Scotland and many counties in each! passenger/Immigration research -- Ellis Island & Castle Garden, Boston and select other ports general "topic" research to find out what 	<ul style="list-style-type: none"> create a simple yet eye-catching web-site update out-of-date content for your web-site review and help you edit a web-site your or someone else has created for you verify your web-site links (there is nothing worse than links that don't work!)
		Document Scanning/ Modifying (different formats available)

Since 1992 we have been using desktop publishing software to create what's listed above and more.

 want to include pictures, photos, graphs, charts? you name it, we can incorporate these into your documents!


Odds 'n Ends


 data entry


 icon or small graphic design


Specialty Documents (accessibility)

As more documents become available on the www and there are more requirements to make sure that these forms are "accessible" to all ... have us help you make sure your materials are accessible.


 Word & PDF files can both be accessible!


 We can tag your PDF file and label the tags to improve navigation for those who are visually impaired or blind.


 Word and PDF forms can be made fillable. Instead of your customers having to print out a blank form and then fill it in, they can fill out the form and then print it or e-mail it.

 PDF forms can be made Accessible! Using a combination of "field labeling" and tagging, your form can be made accessible to anyone!


information is already available on the WWW for a particular family, topic, locale


 look for an out-of-print book on a topic ... we can try our hand at it!


 US Research ... we have now done research in many states and so are increasingly familiar with the available resources


 much more ... just ask ... if we can't do it, we'll let you know and try and help you find an appropriate resource

Internet Research

 Give us a topic and we will research it thoroughly -- we are very savvy at ferreting out information & resources.

 If it's data you need ... same story ... let us know what you seek and we'll exhaust the www to find it for you!

 Need to collect information on an ongoing basis for a topic ... don't have time to read all those e-newsletters you receive? Let us do it for you. Identify key e-publications (and we may even find some "new" ones), what exactly you want to be tracking and we'll search and compile it for you on an agreed upon frequency.

 scan original documents and save as a graphic image file (.jpg, .bmp, .tiff or other formats)





 manipulate graphic images ... lightening, darkening, cropping, touchups, and more

Photo manipulation & printing (different formats available)

 manipulate graphic images ... lightening, darkening, cropping, touchups, and more

Project Management

 If you don't have time to manage a project yourself ... let us help

 Need an "outsider" to look at your processes and catalog what they are and investigate if they can be made more efficient ... we can help you

Now that we've told you what we can do, what allows us to support you?

We have familiarity with the following software ...

- ★ Microsoft Family of Products -- Word, Powerpoint, Access, Frontpage
- ★ Internet Explorer
- ★ Quicken
- ★ Iphoto (& other image manipulation software -- e.g. Microsoft Photo Editor, Picture It Publishing)
- ★ Adobe Acrobat
- ★ Family Tree Maker

We operate out of a fully-supported home office ...

- ★ Windows __ Operating System
- ★ High-Speed Cable Internet Access
- ★ Fax/Copier Machine
- ★ Scanner
- ★ Photo-quality Printer

Though, we can also operate on your premises, if appropriate.

References

We are happy to provide references upon request. We do this to protect the privacy of those we have worked for -- we traditionally have supported small businesses!

Now that we've told you what we can do and why we are qualified to do it, let us tell you why you want to consider Mosaic RPM to support your business ?!?!

What we offer

- ★ no O/H
- ★ no hidden charges
- ★ satisfaction guaranteed

- ★ personalized service ... we will be doing the work ourselves
- ★ fast turnaround time (most assignments are completed within a week if not sooner)

- ★ no job is too small ... no minimum charges
- ★ we have been involved with the internet and the www since it's infancy

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