



Tech-Set^{Ltd}

DESIGNERS AND TYPESETTERS

PUBLISHING SERVICES

1979

2020

CELEBRATING OVER 40 YEARS IN BUSINESS

Offering The Full Package Solution

Supplier Member
ipg
Independent Publishers Guild

Proud Member Of The
BPIF

ACADEMIC & EDUCATIONAL PRE-PRESS EXCELLENCE

CONTENTS

About us 3

Editorial Services 4

Production Services 5

Digital Services 6

Why Work With Us 7

Testimonials 8

Tech-Set Ltd is a family-run business based in the North-East of England.



Established in **1979** and are now a global leader in providing bespoke production, editorial and digital publishing services.

WHO WE ARE

We are a team of experts who possess the skill, ability and knowledge to meet and surpass any client brief throughout their project. We can take care of all your needs: editorial, production or digital – we have it all covered.

WHAT WE OFFER

Tech-Set provides professional and unrivalled editorial, production, and digital services to a wide range of clients; from book publishers and awarding bodies to smaller, independent organisations. Our team is highly skilled in a wide variety of software from Microsoft Office and Adobe Creative Suite to oXygen and online browser platforms. By leaving your raw manuscript in our capable hands, you'll be safe in the knowledge that we'll expertly guide your project through each stage. From the very start we'll look after your project through file preparation, editorial changes/checks, design, typesetting, layout, and illustrations. All of these come together to form whatever output you desire, be that final print PDFs, web-ready PDFs, XML, eBook, epub, .mobi or any other digital content such as online learning platforms, downloadable resources, and many more.

You can choose all or just some of the elements of our services, according to your own particular wants and desires.

All our work is carried out by our vastly experienced team with great skill, care and attention to detail.

- ▶ **Clear one-point communication at all times**
- ▶ **First-class editorial, production and digital skills**
- ▶ **Quick, agile, efficient way of working**
- ▶ **Clear and consistent quotations and costings**
- ▶ **Safe and secure file management and storage/archive**

CLIENTS...



“At Tech-Set we always go the extra mile for our clients. Combining our expertise and personal touch approach to our way of working, resulting in the delivery of an unrivalled excellence for our customers.”

Bill Baty
Managing Director

EDITORIAL SERVICES

bespoke
to your
needs

Offering the full package solution starts with great editorial...

Tech-Set can provide clients with any help required on their project. We are able to draw from a huge pool of professionals to ensure content is accurate, consistent and subject or qualification relevant. Our wish to excel ensures we are totally committed to every client and project.

Our highly skilled and experienced copy-editors, proofreaders, indexers and project managers are dedicated to ensuring the highest quality for any project. We can take content and manuscripts from conception through to final output. We are experienced in working with both hard copy and digital content and are happy to liaise directly with authors and suppliers to ensure nothing is left to chance. Our service can include originating briefs and providing quality assurance checks throughout the project.



Project management

We offer our clients a complete publishing package that can be individually tailored to include all or some of the services we provide. We are hugely experienced in end-to-end packaging for a vast range of projects, from simple to complex, and possess the ability required to deliver on time and on budget.



Copy edit

Tech-Set have experienced copy and development editors for the full range of educational subjects and content. We can provide proofreading, fact checking, answer checking, indexing and glossary creation services to all our customers, all guaranteed to be of the highest standard.



Proofread

Our team of highly skilled and experienced proofreaders will ensure your writing is well structured, punctuated and grammatically correct. Whether it is a commented PDF file or hard-copy, your proofreading requirements will be fulfilled and your expectations will be exceeded.



Indexing

Our team of indexers possess the quality needed to ensure your content is easily accessible and delicately structured. This will ensure readers can efficiently find the information they require, whilst ensuring the author's content is accurately and effectively portrayed.

PRODUCTION SERVICES

bring your
publication
to life

Offering the full package needs perfect production...

Tech-Set can provide all the services or resources you need to bring your publication to life. We guarantee a top-quality, professional, and personal service for all projects, whatever the size. We know and understand the importance of meeting tight deadlines and always deliver on time. Our seamless work-flow system means we offer honest and highly-competitive pricing, while allowing us the opportunity to build excellent working relationships with all our clients

Our highly experienced designers and illustrators possess the ability to maximise your brand and content, while maintaining the appropriate style or learning level. These designers operate the most up to date software for use across a wide range of digital formats. Whether it is initial concept design, or reworking existing material, we create your content that will enhance the learning experience, as well as showcasing your own brand.



Typesetting and Design

Our bread and butter! Tech-Set run a highly professional and established design and typesetting service for a wide range of customers. We provide typesetting for all different publications, ready for print and online distribution. Our customers range from publishers to printers, to education exam boards, governing bodies and registered charities.



Illustration

As graphic illustrators, we produce a huge number of illustrations in many subjects to a variety of complexities. From simple 2-D diagrams to intricate scientific artwork, our illustrators are highly skilled and can supply assets in any format required.



Multi-Format Final Deliverables

Whatever final output you require, Tech-Set have the tools you need. Our team is vastly experienced in a wide range of digital and interactive outputs. From .mobi and ePub files to XML, web-ready PDFs and online learning platforms. We're ready to take your raw manuscript and transform it into a large selection of interactive products, whether that's a Microsoft Powerpoint presentation, interactive on-screen formats or even video/audio!



Security/Archive/Back-Up

Our office is monitored by CCTV 24/7 and we guarantee the secure storage of any files or manuscripts – **FREE** of charge! This enables us to store any sensitive files, such as Exam Papers, on our highly secure, encrypted server. We operate a state-of-the-art archive and data recovery system, which is contracted off-site locally with 24-hour support and protection. In a nutshell you files will be safe and easily retrievable (for up to **10 years!**)

DIGITAL SERVICES

digital
solutions for
all your
publications

Expand your publication through digital conversion and interactivity...

Tech-Set understand the need to make your publication as accessible and as wide-reaching as possible. Whether you choose to do this through multiple file formats, deeper interactive content or both, we're ready to transform your project for whatever audience you require.

Our highly experienced team are on stand-by to produce any digital output you may need. From Microsoft Word templates to multi-format deliverables such as XML, downloadable resources, online learning platforms, and full eBook packages. Not only do we use our in-house expertise to accomplish your goals, we also work closely with several out-of-house partners to ensure your project will always be delivered on-time and to the highest standards. Working this way allows us to merge our expertise with raw production power, resulting in a highly polished product completed in record time.



Online learning platforms

Do you need your project hosted on your online platform? No problem! We have years of experience working with several online learning platforms for some of the biggest names in publishing. Just give us your content, point us to your platform and off we go. We'll ensure your online content is clear, well-structured and ready to go live when you need it to.



Templates

You have your project lined up, your raw manuscript is almost ready and you know your final output requirements, but you have no templates to import your manuscript into and nothing for the editor to use. Leave that to us, let us know what you need and we'll construct all the templates required to get your raw manuscript into shape. These can be supplied in Microsoft Word, Adobe InDesign, LaTeX or any other program you want to use.



Technical file preparation

If you have a manuscript that has been edited but still needs knocking into shape, we're just the team to do it. Tech-Set has a wealth of experience in file preparation, technical editing, and styling. Whether your manuscript is partially formatted or not at all, we'll ensure each part of the text is correctly styled and displayed just how you want it.



HTML/XML/eBook

As part of your final deliverables, we can also supply a wide range of digital formats to help your publication reach a wider audience. The combined forces of our in-house expertise and out-of-house production power will ensure that any digital conversion you require will be done to the highest quality without impacting your schedule. Each digital output is thoroughly checked and validated against the most recent rules for that format, guaranteeing usability and a smooth transition to publication.



Interactivity

Whether you have a finished publication you want updating or require it as part of your overall typesetting package, Tech-Set have years of experience creating interactive products for clients. These can range from something as little as a Microsoft Powerpoint presentation to complex PDF forms and even video/audio! We understand that allowing your product to be interactive gives it a new lease of life and guarantees reusability for years to come.

OUR SOLUTIONS TO YOUR NEEDS

excellent
service

professional,
honest and
dedicated

WHY WORK WITH TECH-SET?

With a justified and hugely respected reputation as one of the most experienced packagers in the UK, our clients can expect the highest quality of service. We offer an established UK-based service alleviating many logistical problems of working with offshore suppliers.

LET US BECOME YOUR SUPPLIER

If you would like more information on any of the services we provide, then please feel free to get in touch. We offer a free, no obligations quote on all projects, and can provide initial design samples or template creation for whatever output you require.

Why not give us a call on **0191 482 5042** to discuss how Tech-Set can help you with your publishing needs.

TECH-SET STATISTICS...

- ✓ Global leaders in providing editorial & production services to the academic and educational sector.
- ✓ Over 12,000 projects completed.
- ✓ Typeset over 2.5 million pages.
- ✓ Created of 10 million illustrations.
- ✓ Established for over 40 years.
- ✓ Over 250 years of combined industry experience within our studio.
- ✓ Outstanding customer satisfaction rate.

what our customers say

"Tech-Set's team are amazing to work with. Their collaboration and positive attitude have been greatly appreciated over the years. They have evolved into a highly polished cross-functional company and one I would recommend on any sized project. Thanks for all your patience and professionalism."

Siobhan Snowden
Oxford University Press

"I have had the privilege of working with Tech-Set for over 9 years. They have an in-depth understanding of all their client's needs and the technical knowledge to deliver on all of their requirements. This is what makes Tech-Set stand out from thousands of other design and typesetting agencies out there. I have entrusted them to manage and oversee countless projects over the years, safe in the knowledge that they will always be delivered accurately, on time and on or under budget."

James Handlon
Pearson

"Tech-Set were recommended to us as a typesetting company for our latest product, which were three question books that completed our series. They came in half-way through the project and worked incredibly quickly and efficiently to help us meet our tight deadlines. As an experienced company in educational typesetting, they were able to answer our questions and offer plenty of advice on the best way to present the mathematical content. Tech-Set were a pleasure to work with, they are flexible, punctual, accommodating and excellently priced for their wonderful service. As a result, they will definitely be our number one choice for future products."

Lee Silve
Maths No Problem

"As a specialist publisher, the very nature of our business involves precision and accuracy. Tech-Set have been typesetting our text books for over 15 years and have always met and continue to meet our high expectations. Tech-Set provide a professional, friendly and flexible approach and we would not hesitate to recommend them."

Maggie Wright
Elmwood Education

"We have more art coming your way. The last job with you and your team was amazing. I just got off the phone with my colleague and there was a less than 1% error recorded!"

Mark DaGrossa
Westchester Education Services

"Tech-Set are true professionals! They are fantastic to work with and care passionately about the projects they undertake. Their desire to produce a top-notch job for every single client is awe-inspiring. Their quality of service from start to finish is amazing."

Lucy Stratton
Project and Editorial Management Services

Check out more testimonials on our website

www.tech-set.com ★★★★★

SUMMARY

At Tech-Set, our aim is to strive to be the best we can be. As a company we are constantly evolving and looking for new and exciting opportunities to improve our services. Our business ethos is to provide our customers with individual attention and one-to-one support in order to produce a superior product. We believe that every job, no matter how large or small, requires our undivided attention to detail, and each project is given that same personal care and attention. Our service is fast and friendly, and our team are highly skilled, which results in the creation of a final product of the highest quality.

Quality of product and service will always take priority in working with customers and together with investment, a great workforce, and pride in what we produce, we see a strong and healthy future...

...we would like you to be a part of it.

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**Thank you for taking the time to read our brochure.
If you would like to get in touch regarding any of the
information included, please see our contact details below.**



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