

# Graphic & Office Connection

## Go Virtual!

Are you a small to medium-sized business owner seeking the same level of support as your larger business counterparts? We can help you to be more efficient, flexible and profitable by providing professional Administrative Support, Systems Development and Marketing Graphic Design services in an alternative way - *Virtually!*

### Administrative Support, Systems Development Services & More...

- Activity Time & Analysis Tool
- Systems Dev. & Organization
- Program & Event Planning
- Media Planning & Coordination
- Internet Research
- Vendor Pricing & Negotiations
- Letters and Contracts
- Mail Merge, Forms & Surveys
- SOQ & Proposal Content
- Project Experience Profiles
- Professional Resumes for: Businesses & Individuals

### Marketing Graphic Design, Writing, Editing, Production Services...

- Logos/Letterheads
- Newsletters
- Brochures/Flyers
- Display Ads
- Manual Covers & Content
- Charts & Graphs
- Presentations & Signage
- Website Content/Editing

By organizing and handling the work that is taking away your time and energy, our goal is to be of value by creating a collaborative partnership with you on a retained and ongoing basis. Spend your precious time within the core of your business, doing what you really enjoy, like marketing your business and increasing your profits! Imagine an alternative way of working. *Go Virtual!*

**Preconstruction & Project Evaluations**

- Conceptual Estimates and Schedules
- Contract Document Development
- Constructability Evaluations
- Design Option Costing
- Value Identification
- Contracting Method Selection

**Construction Management**

- Contract Document Development
- Contract Bidding, Negotiation and Award
- On-Site Management & Coordination
- Contract Administration
- Change Control & Management
- Quality & Safety Monitoring
- Project Completion & Closeout

**Construction Scheduling**

- CPM Schedule Development and Analysis
- Progress Updating and Evaluation
- Cost Resource Scheduling
- At-Build Schedules

**Construction Management**

- Alternative Dispute Resolution
- Schedule Development and Time Impact Analysis
- Claims Enrollment and Cost Impact Analysis
- Claims Preparation and Evaluation
- Factual/Technical Investigation
- Litigation Support and Expert Testimony

H.R. Zande & Associates, Inc.

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THE EXCHANGE • 12 East Exchange St.  
LEWISTON OFFICE • 2417 Regency Dr.  
ONE UNIVERSITY PLACE • 6001 N.M. Road

**Safety Guidelines**

The Zande Companies, Inc.

**R.D. Zande Quarterly**

Planning • Design • Funding Assistance • Regulatory Permitting & Negotiations

**R.D. Zande & Associates, Inc.**

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Water is one of our nation's most precious and most highly regulated resources. Balancing the needs of our communities with stringent regulatory requirements involves sound engineering and an in-depth understanding of the complexities of environmental regulations, coupled with innovative and flexible designs.

R.D. Zande & Associates understands these challenges. Our close working relationships with the EPA and funding agencies, along with our comprehensive environmental expertise, enable us to provide proactive design alternatives that are both appropriate and affordable.

- Water Distribution and Treatment Systems
- Water Storage Tanks and Booster Stations
- Wastewater Collection and Treatment Systems
- Distribution and Collection System Modeling
- Stormwater Management, Planning and Design

**Under Your Skin: Fighting Delivery Systems**

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**The Real Scoop on Fake Foods**

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