



Electronic Media Kit

MANUALS

Good HR Departments know that keeping manuals up to date is vital to protecting company interests and keeping employees safe. Absolute HR Solutions has duplicated hundreds of manuals for companies large and small. Count on Absolute HR Solutions to keep your corporate manuals up to date so your department can maximize its resources on more important matters.

Solutions:

- Duplication of Policy and Procedure Manuals
- Duplication of Branch Administrator Manuals
- Duplication of Crisis Manuals
- Duplication of Media Kits
- Duplication of Training Manuals
- Duplication of Safety Manuals
- Duplication of Company Specific Manuals

We invite you to visit our web site at www.absolutehr.com to learn more about our cost-cutting, time-saving services.

NEW HIRES

When your staff is getting ready for a new hire orientation, nothing is more time consuming than preparing the new employee hire kit. Absolute HR Solutions can relieve your staff of that burden. We can pre-collate your new hire packets and ship them out to your offices worldwide when needed.

Solutions:

- New Hire Kits
- Acquisition Kits
- Open Enrollment Kits
- Benefit Information Kits

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TRAINING

Training materials are one of the determining factors of a successful corporate training event. Absolute HR Solutions has reproduced training material for many Fortune 500 companies. You can trust Absolute HR Solutions to give your training materials that polished and professional look for a winning presentation.

Solutions:

- Training Manuals
- Overheads/Transparencies
- Promotional Products
- Compact Discs

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E-FORMS

Electronic data is the way of the future and with Absolute HR Solutions' eForms service, that future is now. Absolute HR Solutions can take your paper forms and convert them to electronic forms easily and quickly. Absolute HR Solutions can place your electronic forms on a CD and distribute them to your offices worldwide.

Solutions:

- Paper to electronic form conversion
- Microsoft Word eForms
- Adobe Acrobat Reader eForms
- Compact Discs
- 3 ½" Floppy Disks

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DISTRIBUTION

Your HR materials can be the best in the world but if they are not in your offices they will be of no use. Absolute HR Solutions offers distribution services so that your HR materials get to where they need to be.

Solutions:

- Domestic Shipping
- International Shipping
- Shipping via U.S. Postal Service
- Shipping via United Parcel Service
- Shipping via Fed-Ex
- Shipping via DHL (client account required)
- Shipping via TNT (client account required)

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PROMOTIONAL ITEMS

There are times when your event needs a little fun. It is for those occasions that we offer our Promotional Items service. Absolute HR Solutions can put your logo on a wide range of promotional items ranging from pens to awards. We use only the highest quality products from many reputable companies. In addition, Absolute HR Solutions can warehouse distribute your promotional items as needed so your department can focus the more important matters.

Promotional items we offer:

- Pencils
- Pens
- Post-it notes
- Key chains and Key chain flashlights
- Clocks
- Watches
- Awards
- And so much more!

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COMPACT DISC DUPLICATION

Electronic information is the way of 21st century business and Compact Discs are the ultimate way of distributing that information. Compact Discs can hold massive amounts of data in a small amount of space while reducing your overall costs. Company Name can duplicate your electronic information on a variety of Compact Discs.

Types of Compact Discs offered:

- Standard CD (120mm x 120mm)
- Mini Disc (80mm x 80mm)
- CD Business Card (63mm x 80mm)
- 3 1/2" Floppy Disks

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CORPORATE PROFILE

Since 1995, Absolute HR Solutions has been helping Fortune 500 companies with their Human Resource material reproduction work. Our services will cut your department's costs while increasing your staff's efficiency. From training manuals to electronic form conversion, Absolute HR Solutions can get your department on the fast track to success!

Our expertise is offered in the following areas:

- Manuals
- New Hire Packets
- Training Material replication
- Electronic Forms
- Global Distribution
- Commercial Printing Consultation

You can obtain a print copy of Absolute HR Solutions' media kit by emailing us at sales@absolutehr.com.

An electronic copy of Absolute HR Solutions' credit application is available on our [web site](#). You will need Adobe's Acrobat Reader to view the file. If you do not have a copy of Acrobat Reader, you may obtain a copy free from [Adobe's web site](#).

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