





FOCUS ON YOUR CORE BUSINESS




We streamline non-essential tasks, freeing you to innovate.

Running a business requires dedication, yet non-core administrative tasks can hinder growth. We specialize in streamlining these functions, allowing you to focus on your core strategy and innovation.

HERE'S HOW WE CAN HELP

-  **Increased efficiency:** Streamline processes and workflows for greater productivity.
-  **Reduced costs:** Eliminate the need for additional in-house staff.
-  **Scalability:** Grow your operations with confidence, knowing your back-office is supported.
-  **Free Up Your Time:** Remove the time-consuming tasks that hold you back.

WHY CHOOSE US?

-  **Experienced Team:** Certified professionals dedicated to providing exceptional service.
-  **Advanced Technology:** Secure and reliable systems for accurate and efficient processing.
-  **Scalable Solutions:** Customized programs to fit your specific needs and budget.
-  **Unparalleled Support:** Dedicated account manager and 24/7 customer support.

**FOCUS ON YOUR VISION.
LET US HANDLE THE REST.**

SCHEDULE A FREE CONSULTATION

Contact us today to learn more about our comprehensive business process outsourcing solutions!

 info@citechventures.com

CI SOLUTIONS
YOUR TRUSTED BPO PARTNER FOR GROWTH

GETTING STARTED

3-STEP PROCESS

1 Discovery

We delve into your goals, needs, pain points, and compliance requirements. Data analysis, surveys, or interviews may be used as needed.

2 Design and Agreement

We craft a custom solution with clear services, pricing, SLAs, and timelines. Secure data transfer processes and compliance are addressed.

3 Onboarding

Kick-off meeting, process mapping, and training ensure a smooth transition. We pilot test services and document everything for future reference.

FLEXIBLE SOLUTIONS, FIXED COSTS

À la carte

Starting at \$12/hour, perfect for task-based support.

Full Time

Dedicated resource for 40 hrs/week, starting at \$1,800/month.

Part Time








20 hrs/week support, starting at \$1,000/month.

All plans include

Setup fee: \$1,500 for first resource, \$500 each additional.

3-step onboarding: Process mapping, training, and secure data transfer.

Quality Assurance: Regular reports, SLA adherence, and continuous improvement.

-  Dedicated Professional
-  Dedicated Account Manager
-  Work in your preferred Time Zone
-  Video Chat/Call with your Virtual Team
-  Staff Tracking System
-  24/7 Support
-  Trained Professional

TAILORED NEEDS, FLEXIBLE SOLUTIONS

Design & Technical Support

2D & 3D Floor Plan Development: Create detailed floor plans from sketches or existing designs. Develop visually appealing 3D floor plans for marketing and presentations.

Building Information Modeling (BIM) Services: Develop comprehensive BIM models with accurate geometry and detailed information, enabling better coordination and clash detection.

AutoCAD 3D & Revit Drafting & Modeling: Support AEC firms with drafting, 3D modeling, and design tasks, providing proficiency in these essential industry tools.

Trade Coordination & Clash Detection: Assist with identifying and resolving potential clashes between different building systems (mechanical, electrical, plumbing) using 3D models.

As-Built Drawing Preparation: Update existing drawings to reflect the final constructed condition of a project, ensuring accurate records for future reference.

Construction Detailing: Produce meticulous construction details ensuring accuracy and clarity for construction teams.

Construction Documentation Production: Generate complete construction document sets, including specifications, schedules, and detailed drawings.

Site Analysis & Visualization: Conduct site assessments and create visual representations to help with design decision-making and client communication.

Project Management & Visualization

Project Management Support (Scheduling, Cost Tracking, Reporting): Assist with project scheduling, cost tracking, change order management, and reporting to keep initiatives on track.

Virtual Tour & Visualization Development: Create immersive virtual tours and high-quality renderings to showcase projects for marketing, client approval, and public engagement.

Niche Offerings

Energy Modeling & Sustainability Analysis: Help AEC firms create energy-efficient designs and analyze a building's environmental impact.

Photogrammetry & Drone-Based Data Capture: Capture accurate site data and generate 3D models using drones and photogrammetry techniques.

Augmented Reality (AR) & Virtual Reality (VR) Solutions: Develop augmented reality and virtual reality experiences for design visualization, construction walkthroughs, and marketing purposes.

Custom Services

Legacy Data Conversion & Digitization: Digitize old drawings and documents into usable formats.

Specialized AEC Software Support: Offer support for industry-specific software beyond the core CAD and BIM tools.

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