

# You want quality documents produced on time. Consider It Done.™

**GLC Business Services** offers its law firm customers a full scope office service support program. Your team will handle all of your organization's printing, copying, scanning, faxing, and document delivery. We also give you a competitive advantage: GLC Business Services experts assess your requirements, on an ongoing basis, and recommend the right technology, equipment, and price points and deliver a custom-tailored solution to meet your needs.

GLC provides thorough training and development of all office services staff to maximize efficiency and productivity. This ensures a solid return on investment for both your equipment and your GLC onsite team.

## Consider It Done.

GLC Business Services is positioned to recommend the "best fit" software and hardware solutions available to meet the express needs of your firm. We are focused on providing clients with cost and operational efficiency rather than selling particular equipment or software products throughout the duration of our service relationship.

## GLC Delivers.

- Strategic technology assessments and suggestions for your firm
- Staff to handle copy services, including internal request pickup, sorting, binding, and delivery
- On-site managers to maintain centralized and walk-up copiers, paper and toner, and copier service and repairs
- Comprehensive reports detailing all copy requests
- Monthly invoices with cost breakdowns for personnel, equipment, and supplies
- Complete fax service including pick up, transmission, delivery, and confirmation logs
- Full scanning and e-mail preparation support
- Packing and packaging materials for external distribution via postal service, FedEx, UPS, etc.

## The GLC Difference.

GLC site managers are business transformation specialists. They have the power to take action to improve the efficiency of your law firm. We are skilled team builders and select only the people, equipment, and technology that will elevate your operations and exemplify your culture and work ethic. Every day you will experience the results of the GLC Difference. Your on-site team will delight you with considerate, thorough customer service and a unique approach to proactive problem solving that is truly the hallmark of GLC outsourcing service.

## The GLC Advantage.

GLC offers its clients a full complement of back office support services including:

- **Copy, Fax, and Document Production**
- Records Management
- Mail and Messenger Service
- Office Supply Management
- Imaging
- Telephone and Reception Support
- Hospitality Management

If you'd like more information about GLC Business Services, please call us at (866) 258-3910.



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