

You want easy access to your documents. Consider It Done.™

GLC Business Services is at the forefront of Electronic Document Management (EDM). Your onsite Scanning Service and Imaging specialists will prepare your firm for the conversion to this state-of-the-art technology. We will digitally capture, store, index, and file all of your documents—and will even scan your legacy information for a seamless transition from a paper-based system to the latest electronic document management system available.

Our experts enable instant access to all of your information with a time and space-saving solution that gives you an immediate return on investment and peace of mind.

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.

- Prepare your firm for Electronic Document Management
- Simplify the way you store and retrieve information
- Log, prepare, scan, and reassemble your documents
- Capture images properly to ensure quality
- Maintain documents in an electronic storage and retrieval system
- Reduce on-site storage requirements
- Improve utilization of off-site records
- Save your firm time and money

The GLC Difference.

GLC site managers are business transformation specialists. All site managers have the power to take action to improve the efficiency of your law firm. GLC will build a skilled team for your firm by selecting 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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