

You want precision messenger service and mail delivery.

Consider It Done.™

GLC Business Services takes a strategic approach to mail processing to increase the efficiency of this critical aspect of your organization: prompt, precise, cost effective mail processing and delivery.

Your Mail and Messenger Services team will go above and beyond normal mail processing to ensure your critical documents get where they need to go quickly and accurately. GLC Business Services continually evaluates, monitors and reports on your firm's mail processing system: how mail, documents, faxes, and packages are handled, and the best methods for improving work flow, delivery and costs.

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.

- Professionally prepare, package, and distribute your letters and parcels
- Stay current with ever changing postal regulations
- Manage all aspects of incoming and outgoing mail to your firm's specifications
- Process shipments through US mail, FedEx, UPS, DHL, Airborne, and all shipping services
- Secure and negotiate best performance and pricing from local messenger and courier services
- Pick up, time stamp, sort, and deliver incoming mail
- Pick up and post outgoing mail
- Log and sign for incoming and outgoing packages

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
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