

You want optimal levels of inventory. Consider It Done.™

GLC Business Services frees your staff to focus on firm business and takes over the day-to-day concern about office supply management and inventory control. They need not worry about ordering supplies, or keeping up with new products. Your onsite GLC team ensures that you always have what you need. A lower cost option?

Our experts monitor the ordering process to discover ways to trim expenses. Through clear documentation and usage tracking, we can show you exactly how and where you are spending money—and how you can lower costs and save space. When it comes to the continual search for higher quality supplies at a lower cost, you can count on the sourcing specialists at GLC Business Services.

Consider It Done.

GLC Business Services is positioned to recommend the “best fit” 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.

- Establish inventory control processes
- Determine and maintain re-order points
- Manage cost increases using large-volume purchasing power
- Maintain on-site distribution and control
- Manage shipment and invoice auditing and confirmation
- Analyze and create strategic systems for overall usage and cost management
- Use vendor relationships to negotiate the best prices

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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