

# You want the right document at the right time. Consider It Done.™

**GLC Business Services** experts will oversee the entire document management process at your firm -- from creation through filing and storage and even planned destruction. And we'll take it further. GLC will evaluate your record storage and retrieval systems each month to effectively analyze all functional areas where further efficiencies may be identified to save labor, space, and money.

Your onsite GLC Records Management team will continually research and review technology, regulations, and your resources to keep your system cost-effective, accurate, and accessible: the right documents in the right places in your fingers in an instant.

## 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.

- Provide the best combination of people, process, and tools
- Develop and manage a comprehensive document management program
- Perform record searches quickly and efficiently
- Utilize advanced electronic document management technology
- Reduce labor and storage costs
- Organize, file, and manage documents from creation through planned destruction
- Advise you about internal and external records management regulations
- Keep informed on latest software and systems upgrades

## 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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