

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

Consider It Done is GLC's customer service philosophy. GLC production experts at your firm handle everything for you, including printing, copying, scanning, faxing, and delivering documents.

We also give you a competitive advantage: GLC Business Services experts assess your requirements and recommend the right technology and price points for your firm. You get the most cost-effective tools along with thorough training for all users to maximize productivity. This ensures a solid return on investment for both your equipment and your GLC on-site team.

PARTNER WITH GLC AND EXPECT US TO:

- 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 ADVANTAGE:

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 players and tools that will elevate your operations and exemplify your culture and work ethic. Your on-site team will delight you every single day with surprisingly proactive, considerate customer experiences along with a combination of effective GLC Business Services:

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

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

GLC BUSINESS SERVICES

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