

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

GLC Business Services is at the forefront of Electronic Document Management (EDM). The on-site GLC Scanning Service and imaging experts at your location will prepare your firm for the switch to this time-saving 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 to an electronic system.

With GLC's Imaging Service, you will have instant access to all of your information. You will save time and space. And you will reap an immediate return on your investment—so immediate, you can **Consider It Done.**

PARTNER WITH GLC AND EXPECT US TO:

- 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 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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