

## You want efficient messenger systems. Consider It Done.™

GLC 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. **Consider It Done.**

Beyond ensuring documents get where they need to go quickly and accurately, GLC Business Services continually evaluates and monitors your firm's process: how mail, documents, and packages are handled. The on-site GLC professional uses this information to recommend processes that will lower your costs and increase the efficiency of your mail and messenger systems.

### **PARTNER WITH GLC AND EXPECT US TO:**

- 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 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 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**

130 East Main Street  
Suite 201  
Rochester, NY 14604  
(866) 258-3910  
Fax: (585) 546-5930  
[www.glcs.com](http://www.glcs.com)