

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

GLC Business Services frees your staff to focus on its core responsibilities, because they no longer have to think about office supplies. The on-site GLC team takes control of your supply room to make sure you always have what you need and if you need something new. A lower cost option? **Consider It Done.**

Our experts monitor the ordering process to discover ways to trim expenses. Through clear documentation and 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 GLC Business Services.

PARTNER WITH GLC AND EXPECT US TO:

- 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 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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