

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

GLC's Records Management 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 to develop efficiencies to save labor, space, and money.

The on-site GLC Records Management team will continually research and review technology, regulations, and your resources to keep your firm's record management system cost-effective, accurate, and accessible: the right documents in the right places in your fingers in an instant.
Consider It Done.

PARTNER WITH GLC AND EXPECT US TO:

- 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

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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