

For faster, easier document access.

As electronic documents become a requirement to your business, you need to make sure that these documents are immediately accessible. Our scanning services will help prepare your firm for Electronic Document Management (EDM) – which simplifies the way you store, retrieve, and access critical information. We can digitally capture and store all types of documents – including your company’s legacy data.

You can count on GLC to:

- Log, prepare, scan, and then reassemble your documents
- Pay close attention to quality – ensuring that your scanned images are captured properly
- Maintain documents in an electronic storage and retrieval system
- Drastically reduce the need for on-site storage space
- Improve the utilization of off-site records
- Save your organization significant time and costs

The GLC Edge

We have a long history of loyal customers and loyal employees. We know what really matters to both groups – so our experienced site managers are empowered to make decisions and take action to ensure that your operation runs smoothly. Our people are skilled team builders who will select the people and the tools that best fit your needs and your culture.

Your team will be focused on providing exceptional customer service – and whatever that may require. In addition to telephone and reception support, GLC offers:

- Copy, fax, and document production
- Records management (including KwikTag® Digital Filing)
- Telephone and reception support
- Mail and messenger service
- Office support services
- Office supply management

