

# Save time and expenses with the right supplies.

The right copier paper. The right toner. The right binder clips. These may seem like small details – but without the right supplies, you can't get the job done. GLC's professional staff will make sure that the hundreds of office supplies you need are there when you need them. We'll simplify the ordering process – and provide clear documentation and tracking. And we control inventory, so you don't waste money or storage space!

## You can count on GLC to:

- Establish inventory control processes
- Determine and maintain re-order points
- Manage cost increases (using our 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 secure the best prices

## 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