



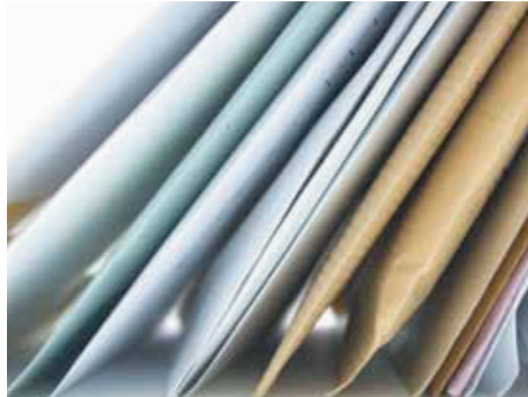
Management Services

®

> Resources You Need, Experience You Trust



Integrity



Inspire



On-Site Business Support Services




Ideas


Innovation



LOWER COSTS AND BOOST EFFICIENCY WITH **MCS MANAGEMENT SERVICES**



For organizations in the legal and corporate markets, MCS Management Services is the trusted partner for on-site business support services. When you need to reduce operating costs, streamline operations, and enhance internal service levels count on the resources and experience of MCS.




For over three decades, the MCS name has symbolized leadership in the business services industry. Today, we are the ideal, cost-effective partner for companies looking to make their entire business run more efficiently by leveraging our best practice expertise in:

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- Mail Center Management and Office Services Operations
 - Shipping, Receiving and Warehouse Support
 - Document and Print Center Management
 - Litigation Support and ESI Management
 - Records & Information Management (RIM)
 - Managed Print Services
 - Related Professional Services



The MCS Difference: Experience and Integrity

MCS' value delivery begins with our people, who represent the industry's best trained, most dedicated team. An MCS' partnership puts the experience and integrity of our people in place to manage and optimize your mission-critical support functions.



For our clients, this offers a unique and motivated team of professionals, deeply engaged in your business and operations, and delivering innovative solutions to your specific needs.



Engage MCS and you'll realize an improved bottom line and gain the freedom to focus on growing your business.

MCS' MANAGED SERVICES:

Increase the Agility and Competitiveness of Your Business

Mailroom Management and Office Services

MCS can run your back office at peak efficiency, improving company-wide productivity and saving you money:

- Centralized or Decentralized Mail Management
- Mail Distribution Services
- Digital Mailroom Solutions
- Package Tracking
- Intercampus and Courier Distribution Services
- Mail Scanning
- Insertion and Fulfillment

Shipping, Receiving and Warehouse

Turn to MCS' highly trained and certified staff for the rapid turnaround and accountability your shipping and receiving operations require:

- High Volume Shipping and Receiving
- Pick, Pack, and Ship services
- Mass Mailing: Folding and Insertion
- HAZMAT Shipping and Receiving
- Shipping Vendor and Carrier Evaluation
- Warehouse Management

Records & Information Management (RIM)

Let MCS transform your records operations into a professionally managed information center and reduce your compliance risk:

- File room and Records Center Management
- RIM System and Function Implementation
- Records Bar Coding and Tracking
- Electronic Records Management (ERM)
- Off-Site Retrieval and Refile Coordination
- Retention Policy Consulting
- Business Continuity and Disaster Recovery Planning

Document and Print Center Management

Address all your document lifecycle requirements with the proven expertise of MCS:

- Enterprise Managed Print Services
- On-Site Document Production Centers
- Print Plant and Copy Center Management
- Centralized Scanning and Indexing
- Distributed Image Capture Solutions
- Forms and Accounts Payable Processing
- Enterprise Content Management "On-Ramp" Solutions

In-House Litigation Support and E-Discovery

Choose MCS for decades of proven experience serving leading law firms and corporate law departments:

- Managed Practice Support
- ESI and Computer Forensics Management
- Early Data Assessment Solutions
- On-site and Cloud ESI Processing
- Litigation Database Management and Hosting
- Support Technology Training and Virtualization
- Document Scanning, OCR and Coding

Related Professional Services

Eliminate your internal staffing burdens with MCS' wide range of expertise and turnkey support:

- Office Equipment, Printer and Fleet Management
- Managed Print Services and Printer Optimization
- Client Technology Services
- Specialized Projects and Consulting Services
- Receptionist and Switchboard Staffing
- Hospitality and Food Support
- Audio-Visual Services
- Laboratory Glass Washing and Support

OUTSOURCE TO OUTPERFORM

For today's leading companies, success in the competitive marketplace requires not only quality products and superior services, but also smooth running business operations. Managed properly and effectively, critical business support functions can give you an edge to better meet the needs of your customers and outperform your competitors.

MCS Management Services on-site business support services help lower costs and increase efficiency for organizations across multiple industries and sectors including: pharmaceutical and life sciences, insurance and financial services, legal, government and higher education, healthcare and medical, and more.

Make the Smart Move to MCS: Get Started Today

To learn how MCS can add measurable value to your business, contact us today at **800.473.5003** to discuss your requirements or by email at **solutions@mcsmanagement.com**.



➤ Resources You Need, Experience You Trust

MCS Management Services

Discover more at www.mcsmanagement.com



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