



**Total
Document
Solutions, Inc.**

*Celebrates
15 Years!*



*“Innovative resources and
years of experience empower
law firms with world-class
document management.”*

LEARN MORE

**CONTACT JENNIFER GRAHAM AT
GRAHAMJ@TOTALDOCUMENTS.COM OR 1-866-785-3853 EXT 302.**

TOTAL DOCUMENT SOLUTIONS (TDS) is not your typical back office services firm. With double-digit growth and over a 90% employee retention rate, this 15-year-old boutique professional services company is hitting it out of the park year after year.

VALUE-ADDED SERVICES.

We provide back office operations support for law firms. The on-site support we provide includes:

- records management
- digitization of files
- mail and copy center management
- move and merger planning
- facilities management
- hospitality services
(planning client dinners and events)

THE TDS DIFFERENCE.

Our people become totally integrated into the culture of each of our clients—indistinguishable from your firm’s internal staff. Our resources focus on business operations, which allow firms’ lawyers to focus on servicing clients.

THE OPTIMAL SOLUTION FOR YOUR FIRM.

As law firms continue to look for ways to achieve greater cost efficiencies, professional service providers like TDS can be an optimal solution. Outsourcing back office operations allows your firm to enhance its processes and workflow with new methodologies, while reducing your overall spend.

MITIGATING RISK. PROVIDING VALUE.

Many firms worry about compliance, which is something TDS can help you manage. We have service level agreements in place to mitigate risk. Some partners are concerned about a loss of control, which is always a concern with outsourcing. This is where our people come in— we become so much a part of your firm’s culture that there is no loss of transparency or perceived loss of control.

