

# Document Management Services for Legal Firms



Omniglobe International specializes in complex back office services across a wide selection of legal services at competitive rates.

Typically, we reduce cost of providing legal services by 40% - 50%.

Omniglobe International is headquartered in Rockville, Maryland and supports its customers through our Global Organization. We are 1,200 people strong with offices in The United States, The Philippines and India.

## Legal Documentation Services

For our customers who require legal processing services, document creation and transcription services, Omniglobe International employs a dedicated team of Lawyers, Paralegals and Business Analysts to ensure risk-free services. Each month Omniglobe International processes over 35,000 of these documents including:

- Business Creations
- Living Wills
- Divorce Preparations
- Last Will and Testaments
- Small Claims Forms
- 501c(3) Applications
- Incorporations
- Living Trusts
- Powers of Attorney
- Trademark and Copyrights
- Real Estate Leases & Transfers
- Prenuptial Agreements
- Sellers Permit & State Tax ID
- Limited Liability Partnerships



## Omniglobe Value Proposition

With years of Operational Support Service experience, Omniglobe International has consistently reduced the operational costs of its customers allowing their managers to focus on the core tasks necessary to their business. Through our competitive pricing models, the total cost for implementation is known at the beginning of the relationship. We work with our customers to determine the present cost for each transaction to validate the actual transaction savings that can be attained by utilizing our services. We provide rapid implementations with no upfront costs or long term commitments, delivering real savings within weeks.

## Comprehensive Customer Support

Customer care is a strategic imperative in the competitive marketplace. Omniglobe International adheres to a proactive, "customer first" approach to ensure management access, quick response time, and the full breadth of our expertise to meet your needs. We pride ourselves on providing the following to each of our customers:

- Quick response and resolution time to solve problems in real time
- Excellent support teams with a proactive approach to customer service
- Exceptional customer service through redefined and reinforced support



## Reduce Cost While Increasing Efficiency

At Omniglobe International, our timely and accurate solutions and services are designed to increase operational efficiency and enhance the satisfaction level of your clients. Whether it is a legal document processing, back office function, or other professional services such as document production you can entrust your project with us.

