



## Why Document Management?

**Save Time | Cut Expenses | Improve Client Service**

Yes, better, cheaper, faster is the answer to "Why DM?"

O2 Consulting Group believes Document Management software to be a must-have document production **POWER TOOL FOR LAW FIRMS<sup>(SM)</sup>**, second only to your word processor.

**Document Management saves you time and money because the typical office worker:**

- Spends 40% of their time looking for information
- 150 hours/year seeking incorrectly filed documents
- Makes 19 copies of every document
- Loses 1 out of 20 documents
- Spends 25 hours recreating lost documents

**Do You Need Document Management?**

- How long is a typical document quest?
- How complete is your electronic client file? Where are your emails?
- How long would it take to find every document, including emails created in the last year with the word "municipal" in it?
- Is there ever any doubt as to which copy of a document is the authoritative version?
- Are key historical documents MIA?
- How good is your document security?
- **Your competition is doing it!**

**If your firm has considered Document Management in the past, but the cost and features were not right for you:**

While O2 has worked with and continues to work with the top DM systems (Worldox, Interwoven a/k/a iManage, PCDocs), the **WORLDOX GX** release features and quality combined with its lower cost and superior design make it O2's top recommendation for a new Document Management implementation or major upgrade. The lower cost benefits of **WORLDOX GX** extend not only to purchase price, but also to installation, operation and maintenance cost.

## If your firm has not considered Document Management:

Our clients have found this solution a proven productivity enhancement that provides:

### Time Saved and Expenses Cut

- finding documents
- not recreating documents
- having documents organized always by the same criteria, system wide/firm wide

### Improved Client Service

- from the ability to put your finger on all a client's documents quickly
- collaborating over the Internet
- leveraging internal work product
- by better securing documents, while allowing multiple team members to share access

## If your firm has a Document Management System, and you are not satisfied with its operation or features -- That should be corrected.

With proper planning and installation you will be as pleased as our clients. We have repaired many a mis-configured Document Management system. Please call us for a free consultation to see if we can bring your Document Management System up to peak performance.

"From the start, it has been a pleasure to work with Laurie Odgers. She is very professional and is very knowledgeable about the products she works with. We were actually referred to Laurie by iManage and could not be happier. She was able to fix a lot of problems left for us by our previous consultant and we have not had any issues whatsoever since. To say the least, we will be working with O2 Consulting in the future."

Thomas Coe  
Network Administrator  
Allen, Allen, Allen & Allen  
Richmond, VA

For more features and benefits please review the enclosed materials on **WORLD DOX GX** or visit our **WORLD DOX GX** page at [www.o2consulting.com/worldox.htm](http://www.o2consulting.com/worldox.htm).

*For over eleven years, O2 Consulting Group has helped firms like yours keep their document processing tools and procedures at the highest, proven levels of sophistication.*

**Call us today for a free consultation and recommendations for moving your office toward state-of-the-art performance.**

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#### SERVICES:

- Document Management (Planning, Configuration, Deployment and Support)
- WordPerfect to Word Migrations (Installation, Training and Document Conversion)
- Word Upgrades and Conversions
- Custom Solutions in Visual Basic, SQL, Access, Crystal Reports
- Document Productivity Solutions
  - MS Office Add-ins
  - Forms
  - Templates
  - YreType Macro Suite
  - Power Tools Bars
  - Smart DocID
  - Bates Label
- Training