



## COVID-19 Brings New Demands to Law Firms

As working environments continue to evolve during the COVID age, law firm leaders are faced with the task of making near real-time adjustments to stay viable and responsive. Firms are under increasing pressure to reduce costs and scrutinize conventional assumptions. One opportunity many firms have is lowering their real estate costs. Moves, remodeling, or negotiating lease renewals now involve taking a hard look at reducing their physical footprint.

### **REDUCE YOUR FOOTPRINT**

Wide-sweeping changes may be out of reach, but some process or technology options may provide better service and efficiencies as well as improved access to your firm's information. Consider reducing your paper footprint by digitizing the most active records and sending less active and inactive records offsite. These actions will enable:

- Repurposing Space for Revenue-Generating Activities
- Improvement of Records Accessibility
- Mitigation of Information Risk

### **ENHANCE OPERATIONAL EFFICIENCY**

Back office operations can be challenging in the best of times. And now, the increased demand to support remote staff is forcing prudent leaders to find a better way. By outsourcing certain back office functions, firms can focus on their core business, while realizing many benefits, such as:

- Guaranteed expertise with Subject-Matter Experts
- Cost and Efficiency Savings
- Increased Productivity and Decreased Downtime
- Reduced Overhead

**TDS offers scalable resources to help back office operations run more efficiently. From project support to outsourcing, TDS services include:**

- Digitization of Documents: on-site or off-site
- Mail Room Management
- Space Planning to reduce real estate
- Move Support Services
- Document printing, duplication and binding
- Reception
- Hospitality Services supporting today's Social Distance requirements

For more information on how TDS can help your firm, reach out to Jennifer Graham at 703-771-6307 ext. 302 or visit:



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