



CASE STUDY

TDS Substantially Reduces Paper Footprint for Premier, Full-Service Law Firm

THE CHALLENGE

A premier, full-service Law Firm was committed to reducing their paper footprint and repurposing high-cost real estate to revenue generating activities. As a result of the COVID-19 pandemic, these initiatives were accelerated and further highlighted the need to digitize their active content to support remote access by knowledge workers. The Firm engaged TDS to transform their working environment to be substantially less dependent on paper. TDS provides expert solutions and experience supporting migration from paper-based environments to virtually electronic for numerous clients in the legal sector.

THE SOLUTION

In the design and implementation of the “paper-lite” initiative, the firm also explored with TDS their less active physical content to ascertain the best path forward.

- **Relocation of approximately 5,000 boxes of less active physical content** - The economics of storing this content on-site in downtown real estate was significant. TDS provided a cost-effective solution to house the collection elsewhere.
- **Conversion of Less Active Content** - Over time, the less-active collection will be converted to digital format, further reducing costs of physical storage.
- **Scan-On-Demand** - Should a client matter reactivate that has not yet been scanned, the content is made readily available as a “Scan-On-Demand” request - fulfilled expeditiously.

RESULTS

- **Substantial Reduction of Physical Footprint** - saving thousands in real estate costs annually.
- **Quicker Access to Information** - the moment it is needed, which helps the Firm’s attorneys focus on revenue-generating activities - not waiting for files.
- **Information is accessible remotely** - supporting the firm’s current “Work From Home” (WFH) policy.

TDS offers scalable resources to help essential 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 us at **1-866-785-3853** or visit us at:

