

Start Thinking

Outside
The
BOX

For your Closed Case
File Solution.

 **OTB**
by Gemini Duplication

Do You...

want to eliminate storage fees?

need to stop using your home, garage and car trunk for storage?

desire to reduce liability risk from using staff resources?

waste time searching for files?

wish to properly manage your closed case files?

Did You Know?

- The average annual cost for mini storage is over \$2,500/unit!
- Employees spend 500 hours annually searching for files and information. (That's an average of 2 hours per day of lost productivity.)

Let's think "outside the box" for a moment.



The "box" that we are referring to is the box holding your closed case files hostage. Gemini Duplication has developed a solution which will empower your law office to effectively manage closed cases while eliminating costs and increasing your bottom line.

▶ **No more boxes!** First, we'll back in a truck and securely transport all the boxes of closed case files to our state-of-the-art document conversion facility. Say goodbye to storage fees!

▶ **Retention management - only keep what you need!** Your closed case files will now be managed as opposed to just being stored. Based on your criteria, we'll sort, index, scan and shred your documents. Your experience will be as simple and hands-free as possible.

▶ **Electronically manage your files for easy retrieval.** Once your documents are scanned, you will have the option to view them on GenieDocs™, put them on CD or upload them to your servers. Your files will now be organized electronically, with the same guidelines as your paper files, making the transition seamless.

★ **We are the innovator of closed case management solutions.** All of these services - from initial discovery to ongoing closed case management - it's all under one trusted roof. We eliminate the hassle of dealing with multiple vendors and you will always speak with a live person!



Call us at **877.739.7481** for more information or visit us on the web at geminiduplication.com

Gemini's OTB Program is designed to move your expenses through 3 phases:

Cost Meets Cost

The objective of this phase is to transfer your current expenses into the OTB Program without raising your overhead.



Cost Becomes Savings

This phase is exciting because you will position yourself to begin to eliminate expenses that you are currently paying to other vendors.



Savings Become Investment

Now the savings are consistent and you can clearly see where those savings can be reallocated. This savings becomes an investment - taking you "outside the box".

Why Choose Gemini Duplication?

Leaders in the Industry

Gemini Duplication is the first company to offer a complete closed case management solution. With our OTB Program, you or your staff will not have to lift another box.

We Take Care of Our Clients

Gemini Duplication has a proven track record, delivering trust, dependability and excellent customer service. From day one our objective has been focused on developing products and services to specifically meet our clients' needs.

Investment vs. Cost

By keeping a tuned ear to our clients' needs, OTB was designed to provide the ideal solution at an affordable price. Our system is specifically designed to convert your current costs "literally" into an investment within 1 to 3 years. The OTB Program will keep the costs associated with closed cases an estimated 50% lower than your current expenses.



9645 W. Grove Ave.
Visalia, CA 93291

877 739 7481 phone
877 739 7498 fax

geminiduplication.com

Information retrieval and archiving done right.



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