

Law Firms



Bring order to Document Chaos!

Organize, share and retrieve internal documents effectively.

Traditionally, law firms around the world are plagued by the immense number of documents and files circulating between staff and partners. Lawyers will be able to provide access to important documents such as Policies, Templates, Research Resources, Training Material and even news about the industry.

In addition, Law Firms have to effectively juggle multiple clients, which often demand intensive coordination with various partners all of whom work within tight deadlines.

Relevanz solves these challenges by introducing a system that bring order and freedom leading to:

- √ Superior client servicing
- √ Cost & Risk of physically moving documents to multiple parties greatly diminishes
- √ Documents are repurposed instead of recreated
- √ Streamlines business process and eases deadlines
- √ Easy access of these documents for clients



For more information please contact Relevanz Pte Ltd.

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Document Management for Law Firms

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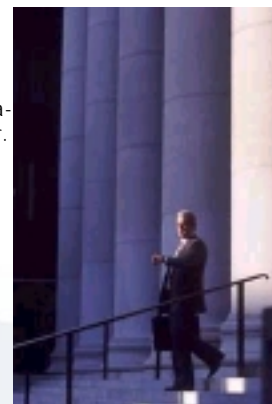


Looking into a lawyer's hard-drive can be quite a daunting task. The vast amounts of publications, articles, case updates, industry news all crammed into a couple of unstructured folders may intimidate staff and other users. Furthermore, the categorization of these documents would be often done in a random and inconsistent manner. It makes the retrieval of important information slow and frustrating for all involved.

Relevanz's Document Management System is a centralized, company-wide digital library, which systematically houses all your documents. No longer should they be viewed simply as files which are stored in obscure folders in various unmarked hard-drives. Instead, they should be viewed as assets for your business.

Assets, which should be ready and deployable instantaneously so that the highest client and staff satisfaction can be achieved.

The primary benefit of **Relevanz's Document Management System** is that all documents are stored and categorized in a single and managed environment.



Law Firms' Top 4 Document Management Problems

#1 Too many documents being circulated makes it very difficult to track down latest versions.

When all the documents and its different versions are stored together in Relevanz's Document Management System, they are easily locatable either through intuitive categories or by its powerful search engine. As content is all tagged systematically, one may rapidly pinpoint to the correct version and use it.



All past, present and future documents will no longer misplaced with the coming and going of employees. Most staff store their documents on their hard drives. But with Relevanz's Document Management System, they are digitally stored in a single location, a new team member will be able to get up to speed sooner than before.

#2 New employees spend a lot of time figuring out the document filing system of their predecessors.

#3 Dysfunctional IT systems inhibit productivity and decreases client satisfaction.

Clients now expect quicker turnaround times. Server problems, email malfunctioning and a slew of other "accidents" may greatly affect the productivity of any team. With Relevanz's Document Management System, external parties will be able to access specific internal documents regardless of where they are, and at anytime they want to.

Relevanz's Document Management System makes it easy for management to oversee the development and distribution of documents for clients and service providers. It provides an immediate means for them to access and share key documents to get their job done more efficiently.

#4 Different documents, different teams, different locations. Communication becomes a nightmare!

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