

# First impression. Fantastic reception.

Consider It Done.™



From the phone to the front door, GLC Business Services provides your firm, and your clients, the friendliest, most professional reception specialists possible. Plus, we provide consistent performance reviews and professional development opportunities to ensure only the highest level of customer and reception support.

## GLC Delivers.

- Professional receptionists, genuinely interested and engaged with staff and customers
- Fully trained reserve staff ready to fill in when your receptionist is absent
- Complete training and documentation detailing best practices for exceptional reception service
- Ongoing evaluation of GLC employees and their phone skills
- Continuous professional development to ensure high-level reception skills

## Our Expertise. Your Advantage.

With the right strategy, our full complement of support services can transform your day-to-day operations.

Keeping  
you ahead  
of the game.

We provide phone and hospitality procedure training for all reserve staff— if your regular receptionist is ever absent, you can still depend on great hospitality.

Whatever. Whenever.  
It all adds up to the GLC difference.

To learn more about what the GLC difference could mean for your firm, give us a call at 866.258.3910.

