



Practice Law. Leave the Rest to Us.



## General Support Services

### *On-Site Managed Services*

When your internal resources become overwhelmed by your legal support needs, an on-site SiteLogistix Center will provide your organization with a full suite of support services, ranging from basic copying, faxing, and mail, to more complex services such as scanning, e-discovery, and document review. Staffed by trained legal support professionals, an on-site Center provides you with the capacity, flexibility, and expertise to manage any project.

***WE'LL MANAGE YOUR  
DISCOVERY FACILITY, YOU  
FOCUS ON THE CASE.***

*The following on-site services are available from a SiteLogistix Center:*

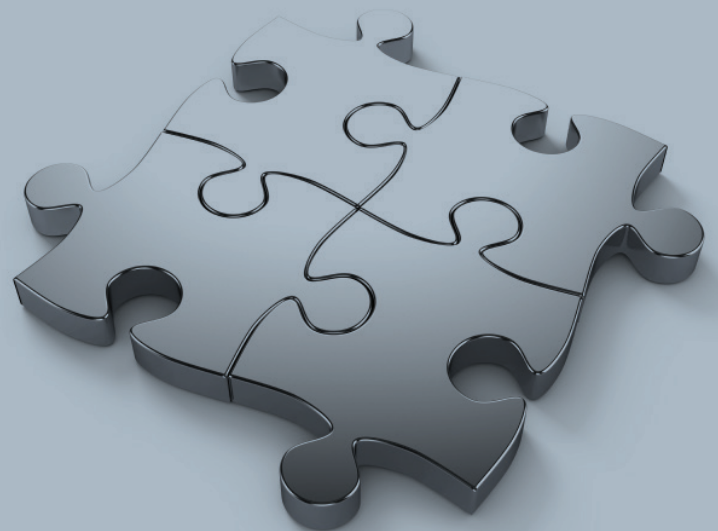
Photocopying & Scanning  
Printing  
Mailroom Management  
Fax Management

Messenger Services  
Court Filings  
Record Management  
Litigation Support

### *Copy, Print & Scan*

SiteLogistix provides off-site and on-demand copy, print, and scan services for all of your document preparation and production needs. Our operations team will manage the entire fulfillment process, from pickup through delivery. SiteLogistix offers a wide range of hardcopy and electronic production options and utilizes a full suite of application platforms, capable of handling any file type format.

***SO YOU DON'T HAVE  
TO MULTITASK.***





### *Legal Staffing*

Be it temporary, permanent or temp-to-hire, SiteLogistix will provide you with qualified legal professionals for any engagement – across the country and overseas – on budget and on time. Our database of seasoned legal professionals includes attorneys, review managers, paralegals, legal technology experts, secretaries, and billing administrators – all who have been carefully pre-screened for their skills, qualifications, and pedigree. Accessed via an online portal, the SiteLogistix staffing database allows its network of professionals to create and update their own professional profiles and browse available opportunities. Likewise, our database allows your staffing experts to browse and place potential applicants with a speed and accuracy unmatched in the industry.

### *Translation*

SiteLogistix offers translations services in over 150 languages and dialects. Our proprietary database matches translators with the particular needs of each client. SiteLogistix's global network of proven, skilled linguists can deliver accurate translations for any kind of legal, financial, or technical document. They will not only deliver direct translations, but can also provide cultural interpretation when needed, to ensure complete accuracy.

SiteLogistix offers translation as a stand-alone service as well as part of a complete litigation support solution for entities involved in multi-lingual, multi-jurisdictional cases.

***DON'T GET LOST  
IN TRANSLATION.***



***THE RIGHT LEGAL  
PROFESSIONALS AT  
THE RIGHT TIME.***



[www.sitelogistix.com](http://www.sitelogistix.com)

545 5th Ave. | Suite 501  
New York, NY 10017  
+1 212.719.4444

[info@sitelogistix.com](mailto:info@sitelogistix.com)