



Facility Management

It's simple: We manage your facilities—
so you can manage your business.

We don't just provide business equipment. We provide business solutions.



“People in our business talk about the need for on-demand print services all the time. I don't need to worry about it. With Gordon Flesch, I feel one step ahead of everyone else.”

Dave Zalewski
Training Center/Copy Services Manager
Metavante Corporation

All top-level managers wish for more time to focus on their core business. They want fewer distractions and greater control of their schedules.

That's what the Gordon Flesch Company's Facilities Management service is all about. We can take full responsibility for many of your company's day-to-day operations. Then, your employees can concentrate on what matters most: satisfying current clients, cultivating new ones and, ultimately, growing the business.

Here's how it works:

A top-to-bottom review takes place quickly. Each analysis includes everything from business equipment to staffing issues—and everything in between. All areas where operations can be streamlined—and efficiencies gained—are reviewed. By taking a comprehensive look at how your company functions, we seek to uncover inefficiencies.

A fact-based list of recommendations is made. Newer—and often fewer—pieces of business equipment are needed. Service plans are designed, staffing recommendations are made and new document workflow plans are developed.

There is always one overriding theme to every business plan we devise. And it is the cornerstone of the Gordon Flesch philosophy: Top-level service all the time.

Included in our recommendations is a simple, flat reporting structure for the daily operations that Gordon Flesch will perform. When someone at your company has a question, they will ask one Gordon Flesch employee and get one answer—the right answer—quickly.

It's a simple philosophy: We will be absolutely accountable, so your company can focus on its core business.



Our job is to make it easy for our clients to do their jobs.

We take care of everything.

With a full understanding of your company's business operations, we begin to institute change with two aims in mind: saving time and saving money. Here's how:

Equipment Solutions

We put the latest technology to work, utilizing industry-leading equipment—including copiers, fax machines, printers, scanners and multifunction devices—from Canon and Sharp. Cost-effective equipment solutions combine high volume with high speed—without ever sacrificing high quality. From centralized copy centers (staffed by our own specially trained employees) to print-on-demand capability, we have the equipment—and the know-how—to get your job done.

Mail Services

Mail service should be absolutely worry-free, but it isn't always that way. Because Gordon Flesch employees can reorganize—and take full responsibility for—your company's mail service, there is one less thing for your management team to worry about.

Document Management

When it comes to managing documents in today's business world, it means much more than sorting and filing. It means electronic storage, instant retrieval, secure archiving and privacy protection. With scanning and imaging equipment—and Gordon Flesch expertise—right on-site, you can manage thousands of pages (and more) a day.

Equipment Maintenance

Our Fleet Management service acts as a constant monitor for your equipment needs. And by tailoring leasing and billing terms to your company's unique needs, it is easy to get started—and stay on schedule. The result is this: The equipment is always ready when your employees are ready to use it.

Other Services

If there's a way to make your business day easier—and your business more efficient—then odds are good that Gordon Flesch can take care of it. Our facilities management team offers:

- Customized information-management software
- Courier service
- Office inventory management
- Telephone and reception staffing
- High-speed faxing and confirmations
- Off-site storage coordination

A Case Study.

Attorneys need instant access to hundreds of documents. They need software that organizes and sorts thousands of pages of information. And, most of all, they need the time to manage their caseloads, hone their skills and make sound decisions.

At one of the largest law firms in the Midwest, management knew these things. But their business practices didn't reflect it.

The firm had a company in place to take care of some of the day-to-day operations. As often happens, however, that company grew complacent and inattentive over the years. In fact, it seemed to some of the partners at the firm that managing that outside company was actually costing more time than it was saving.

They needed a change. That's when they called the Gordon Flesch Company—and we got to work.



We handled the small stuff, so the firm had time to handle the big stuff. It's a job we continue to do to this day. And it's a job we like—and our clients like it even better.

To learn more about how the Gordon Flesch Company can do the same for your company, visit www.gflesch.com.

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Chillicothe, OH

Findlay, OH

Lancaster, OH

Newark, OH

Wooster, OH

Janesville, WI

Kenosha, WI

Racine, WI



GORDON FLESCH
C O M P A N Y , I N C .

Technology that works. People who perform.

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