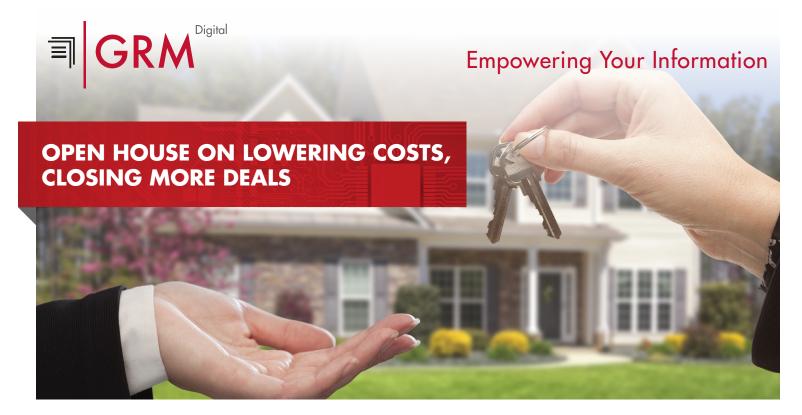## DOCUMENTS AND RECORDS ARE VALUABLE PROPERTY, TOO

The data and records—agreements, contracts, listings, financial disclosures, etc. —you create and maintain about your company, customers, partners and performance are among your most important business possessions. Like any valuable property, information is worth more when it is well managed and maintained. Leveraged properly, it can cut costs, raise productivity, promote collaboration and assist decision making, allowing you to achieve greater, far more rewarding bottom line results for less.

Through our secure, comprehensive suite of information management services and numerous U.S. major market locations, GRM is uniquely positioned to help you achieve your business goals.

Our on-demand Scan-On-Request service lets you image, index and upload select files for archiving to your own digital network or the GRM Online Record Center repository. As a flexible, fully complaint, turnkey ECM (Enterprise Content Management) system, the Online Record Center features an array of innovative workflow automation tools and features that include:

- Private, Cloud-based digital archiving
- Enterprise-wide integration across departments, networks and processing systems
- Quick deployment in as little as 30 days
- Customized branding of sign-in and dashboard
- Compatibility with Microsoft Office, Adobe and other popular software
- The industry's most powerful and flexible eForms application for ease in creating, duplicating or enhancing any form template

- Intelligent capture and advanced metadata extraction
- eSignature and layered authorizations
- Timely, advance automatic reminders of when agreements or contracts are ending
- Keyword and revision search functionality
- Set rules and values
- Document ID that includes comprehensive chain-of-custody tracking
- Ability to open any record, regardless of format, for viewing

OPEN HOUSE ON LOWERING COSTS, CLOSING MORE DEALS

One of the best ways we can quickly assist and deliver substantial benefit is to convert physical records to digital and consequently replace time-consuming, error-prone manual tasks with workflow automation. This enables key information to be identified, extracted and routed through electronic processes that are completed, approved and distributed with extraordinary speed and efficiency.

GRM accomplishes all this through a combination of paper-to-digital services customized to your specific needs, something we call our Blended Solution. This approach enables you to simultaneously store and maintain physical documents while migrating that information (at the rapid or gradual pace of your choosing) to an electronic environment.

Considering the fact that the average real estate transaction uses five reams or 25 pounds of paper, creating and maintaining information digitally delivers dramatic savings almost immediately. Also realized—from the ability to remotely and electronically obtain time-sensitive documents, including signatures—are substantial time/money savings associated with meetings and travel. Not only does this help your business, it's good for the planet in terms of lowering ground and air transportation CO_2 emissions.

GRM's ability to integrate information management services such as offsite physical storage, scanning, digital archiving, workflow automation, remote transactions and in-place ECM system backup enables real estate agents and companies to:

- Reduce travel expenses (fuel, vehicle maintenance, tolls, lodging, meals,etc.)
- Save on express mail services
- Lower or eliminate the costs of faxing, copying and printing documents
- Assemble all needed signatures and completed materials faster and with less effort
- Enhance their ability to meet critical, fast-breaking deadlines
- Automate accounting and marketing for greater accuracy, productivity , tracking and impact
- Cost-effectively position themselves for continued growth