

## ***Hungerford Tomy Lawrenson & Nichols Move to Paperless Office to Save Space. End up Saving Money and Time, Too.***

### **The Challenge**

When Vancouver law *Hungerford Tomy Lawrenson & Nichols* first opened their doors for business, there wasn't much space in their new offices to store the high volume of client files legal firms generally produce.

Given the high cost of Vancouver office space, expanding their existing footprint wasn't a cost-effective option. Plus, they needed quick access to all client files, so off-site storage didn't make sense. A small firm that prides itself on creative legal thinking and innovation, they needed an equally innovative solution.

### **The Solution**

*Hungerford Tomy Lawrenson & Nichols* approached Solid IT Solutions Vancouver Inc., looking for a solution that met their current needs as well as anticipating future demands.

Solid IT Solutions designed and implemented a practical, integrated paperless option that not only solved HTL&N's short-term storage challenges, but also helped them realize addition productivity benefit.

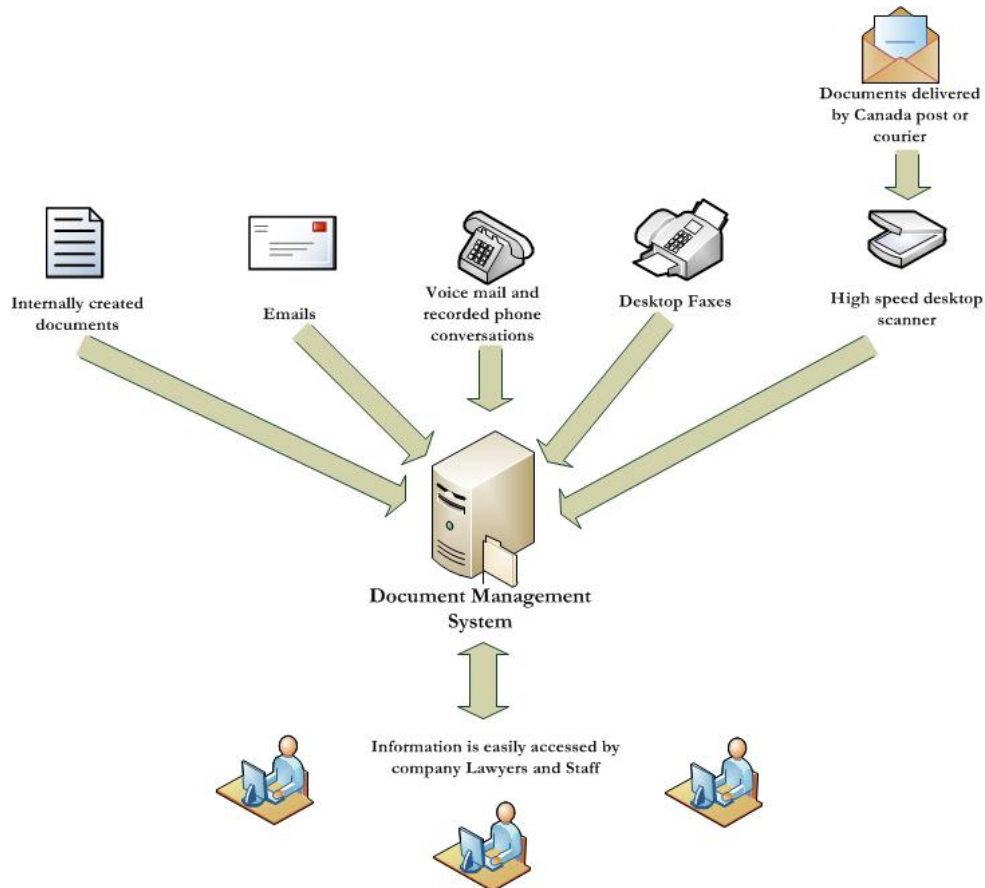
Solid IT Solutions started at the source: They installed high-speed desktop scanners for every employee at the company. Now, every piece of correspondence that the firm receives from any source is immediately scanned in to their document management system.

Plus, every employee has a dedicated fax number and receives faxes directly to their computer as email attachments. Even voicemails and recorded telephone calls are saved into the system.

Solid IT Solutions then customized and installed an Electronic Document Management System on the firm's servers, connecting staff and lawyers with all of their client files through a secure network.

Solid IT Solutions also created customized training material for the firm, and also helped develop the work flow to ensure uninterrupted productivity and maximum adoption.

**“Our use of state-of-the-art hardware and software means less paper and more time to focus on our clients’ concerns, and facilitates seamless communication and high-end service.”**



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Schematic of the Paperless Office System designed and implemented for *Hungerford Tomyn Lawrenson & Nichols* by Solid IT Solutions.

### The Results

Not only has the firm has enjoyed a more than 50% reduction in paper use, they've also saved thousands of dollars in additional lease costs for space.

Plus, their lawyers and staff save time and energy by being able to search and find documents in the system instantly, rather than sorting through endless folders and filing cabinets.

In fact, HTL&N has been so pleased with the new approach they highlight it on their website: *"We take pride in both our leading-edge law office technology and our creative legal thinking. Our use of state-of-the-art hardware and software means less paper and more time to focus on our clients' concerns, and facilitates seamless communication and high-end service."*

**Paperless Office Case Study**  
**September 2010**



**Client Testimonial**

*"Heinz Deubler was instrumental in designing, implementing, and managing our firm's IT infrastructure. Since its inception, Hungerford Tomy Lawrenson & Nichols has striven to be a paperless office and Solid IT Solutions Vancouver Inc. has greatly assisted us in this endeavor. We have continued to enjoy excellent and fast service with Solid IT managing our workstations, servers, and network devices."*

*- Harry Tomy, Hungerford Tomy Lawrenson & Nichols*

**For More Information**

Solid IT Solutions Vancouver Inc. has helped many firms drastically reduce their paper use, and can develop a customized solution for your company, too.

The drive to go paperless goes beyond just "green" considerations. For many companies, especially file-intensive ones like law firms, which need to retain files for an extended period of time, the cost of increasing physical file storage is considerable.

Plus, intelligent electronic document management systems and electronic document imaging put information into searchable format, accessible to staff at the click of a mouse.

To discuss how an electronic document management system can help your firm save space, money, and tress, contact us at Solid IT Solutions today.

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