



PAPER FILE CONVERSION

We provide Organization with a fast, secure, and fully compliant solution for file cleanup, purging, and scanning.



File Purge & Reorganization

\$75 per file

- *Remove outdated paperwork
- *Rebuild tenant file into a clean, standardized order



Scanning & Digital Conversion

\$65 per file

- *High-speed scanning and PDF processing
- *Files converted into organized digital folders



Full Service (Purge, Organize, & Scan)

\$135 per file

- *Complete transformation of paper records into organized digital files



ORGANIZE TODAY

- *Tenant files breaking your back?
- *Incorrect file order or missing forms?
- *Lost paperwork and slow retrieval?

We transform overloaded file rooms into clean a clean and organized workspace.

Because when the auditor walks in, your files should already be ready.

Our team is here to address any questions that you may have.



www.hbmglc.com



info@hbmglc.com



+1 (833) 633-8100