

# L2 Services

Managed Mailbox Services

L2 Services provides a safe, secure, and smart way to manage mail, packages, and shipments for your permanent commercial address without your physical presence.

## Premium Managed Mailbox Services from L2 Services

L2 Services is the nation's premier full-service litigation support provider with legal discovery expertise across the entire spectrum of the information and litigation lifecycle. In delivering that support, we have become a trusted partner in helping companies, firms, and organizations manage sensitive physical information and items with our Managed Mailbox Services for the management of mail, packages, and shipments.

### Safe. Secure. Smart.

L2 Services provides a safe, secure, and smart way to manage mail, packages, and shipments for your permanent commercial address in selected major metropolitan areas. Our Managed Mailbox Services allow you the flexibility to run your business without the constraints of having to physically manage your commercial mailing address and the corresponding storing, scanning, forwarding, and shredding of physical information and items sent through the postal system as we do these tasks for you.

Managed Tasks	Managed Mailbox Service Description
Store	Store received mail, packages, and shipments for future pickup.
Scan	Scan mail received and forward the digitized contents to an online mailbox.
Forward	Forward received mail, packages, and shipments to follow-on locations.
Shred	Destroy scanned and sent physical mail after confirmation of receipt and acceptance by the party receiving digitized documents.

With a focus on the details so you can focus on running your business and not running after mail, packages, and shipments, our team is ready to serve with premium mailbox management support.



## L2 Services | Managed Mailbox Services

### Professional. Private. Protected.

Led by a team of highly trained professionals who understand the importance of chain of custody tracking and control, managed mailbox service executives are investigated, evaluated, and certified in all aspects of mailbox management to include privacy, security, monitoring, and transportation requirements. Key elements of this rigorous qualification process include:

- + Background Checks
- + Privacy and Security Training
- + Data Management and Destruction Processes and Procedures
- + Transportation and Navigation Evaluations
- + Customer Support and Reporting Requirements

Our trained mailbox management executives regularly check and collect mail, packages, and shipments to support you regardless of your schedule, business workflow, or location. We manage your mailboxes so you can focus on running your business irrespective of your geographical location (e.g., headquarters in a different city). You can also continue to use legacy mailboxes without the time-consuming efforts required to change addresses or procedures for established locations.

### Request a Discussion or Quote

Contact us today to see if our Managed Mailbox Services might be a fit for your physical mail needs. Upon contact, one of our managed mailbox service executives will set up a time to share information and insight on how this unique service may extend or maintain your business reach.

#### Chicago (HQ and Midwest Support Hub)

205 W. Randolph St., Suite 1125  
Chicago, IL 60606  
312.845.1000

#### New York City (Northeast Support Hub)

264 W. 40<sup>th</sup> Street, Suite 1103  
New York, NY 10018  
212.748.9492

### About L2 Services

Serving law firms, corporations, and governmental departments with an end-to-end portfolio of services, L2 Services is the premier full-service litigation service provider serving the entire nation, coast-to-coast. Learn more at [L2Services.net](http://L2Services.net).

#### L2 Services Full-Service Offering Portfolio

Managed Mailbox Services	Forensics and Collection
Scanning and Coding (On and Off Site)	Preparation and Processing
Printing and Reproduction Services	Predictive Coding
Trial Support Services	Review Hosting
Outsourced Litigation Support	Review Staffing and Management

