



# Managed Review Services

## Document review with a technology-driven approach

### Scalable attorney coverage

For law firms and corporate legal teams, reviewing masses of documents in-house is a drain on time and resources — and it's challenging to maintain the right amount of personnel required to support each case. Ricoh's Managed Review Services enable your team to eliminate uncertainty, while completing your document review in a secured, cost-effective, and timely manner.

### Security in review

Ricoh's review attorneys are licensed and background checked, and their remote desktops only access Ricoh's Microsoft Azure, so client data never leaves our industry-leading cloud environment. Reviewers are also required to login with multi-factor authentication offering greater controls over client data.

### Technology-driven review

Our Review Project Managers and contract attorneys specialize in using advanced technologies like Technology Assisted Review (TAR) workflows to efficiently organize, search, and reduce data sets to only the most relevant documents. This technology-driven approach helps get to your most critical information fast. And utilizing TAR means the deepest dive into your ESI and may result in significant review cost savings. In fact, our review project managers leverage analytics on over 80% of the matters on which we work.

### Why Ricoh Managed Review Services?

- Nationwide service with state-of-the-art data security, network infrastructure, and fully managed network access
- 100% paperless with no download, print, email, or copy capabilities
- Remote desktops only access Ricoh's secure cloud
- USB encrypted key authentication

## Quality control in review

Quality can make or break a review, so Ricoh measures and ranks our review attorneys on every project to ensure we are employing the best team possible for each review. Our customized environment captures overturns classified by type and severity, so if an issue is discovered, we communicate it to review attorneys immediately.

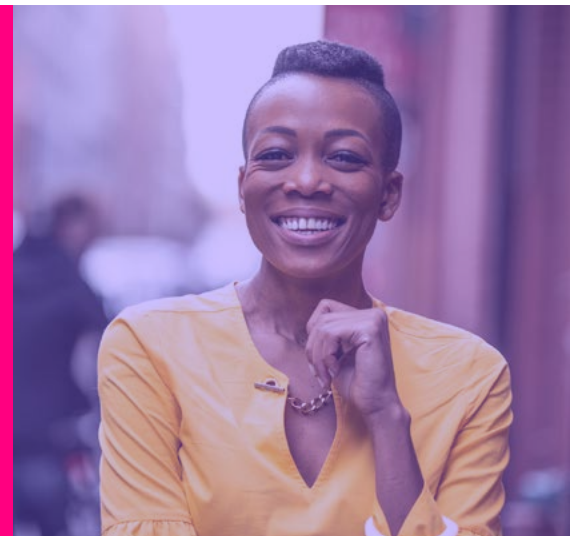
## Fixed fee contracts

Cost predictability is essential, but requirements often vary from case to case. Ricoh provides pricing based on your specific needs with fixed fee pricing by the hour, document, or gigabyte.

Reviewer accuracy and productivity directly correlate to cost efficiency. We offer detailed, verified time reports combined with productivity reports generating a daily comparison of reviewers, to ultimately equalize on a documents per hour basis, and decision revisions. Tracking reviewer speeds also ensures consistency, and our reviewer productivity rates have always stayed within our in-facility standards.

## Ricoh, a trusted partner

At Ricoh, we're empowering our customers to respond to our changing world with actionable insights. We believe having access to the right information translates to better business agility, more human experiences, and the ability to thrive in today's age of hybrid and borderless work. Through our people, experience, and solutions, we create competitive advantage every day for over 1.4 million businesses around the globe. To us, there's no such thing as too much information.



Contact an eDiscovery Specialist or visit our [website](#) to learn more.

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