

## 1. Intake

Once you've identified your need, you can either call or simply fill out our online research request form. Once we've received your request, AccuDesk will send an e-confirmation that we have received your request and that we are prepared to 'go to work'.

## 2. Consultation

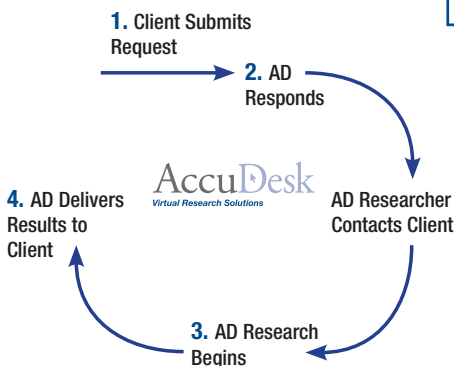
An AccuDesk Research Associate will triage your request and begin the process of identifying the research resources needed to complete the project. An estimate of time will be presented along with a request for confirmation to proceed. Research commences immediately upon confirmation.

## 3. Project Launch

The AccuDesk Associate scopes the project with information provided from the on-line request form and the notes gleaned from your consultation to put together a research plan that best suits the research objective.

## 4. Project Completion

In addition to the actual objects obtained by the search, all clients will receive a Research Summary document that discusses the methodology of the search and the resources pulled to obtain the research. Your Research Summary will provide you with a breakout of hours spent on activities, or case information so billing will be simple and easy.



## AccuDesk – Smart, Flexible, Answers

AccuDesk, AccuFile's on-demand research service is a powerful, expeditious and cost effective research and knowledge management solution. With AccuDesk you gain access to accredited researchers and get the critical information you need without adding expensive internal resources. AccuDesk is an "as needed", "when needed" service from the Company you've trusted to deliver accuracy for over 25 years.

### Get the resource, without the library

AccuDesk is your go-to resource for subject matter knowledge – complete research assistance – delivered to you in a timely and cost effective manner. From single contributions to project-based work, and everything in between, you receive your critical information on time and on budget.

#### We provide support for various research activities including:

- Case Retrieval & Cite Checking
- Legislative & Statutory
- Business & Financial
- Government & Regulatory
- Competitive intelligence
- Business Development
- Market Research

Regardless of your library model, AccuDesk works with you to implement best practices, economies of scale and sensible cost containment strategies.

### Collaborate with highly trained research staff on your terms

#### The AccuDesk Team

Our research staff is led by Kelli Bacon, *Client Services Manager and Senior Librarian* at AccuFile. Kelli supervises our research services to ensure excellence, thoroughness, efficiency, timeliness and confidentiality. Gain expertise by partnering with our professional staff of experienced librarians and get the information you need.

#### We utilize the best, most powerful information resources including:

- Traditional media
- Online & Library Resources
- Government & Court Records

### The AccuDesk Process

Clients can contact AccuDesk for all manner of research inquiries. From case retrieval to fact checking to public records research, AccuDesk follows proven professional research methods by subject matter experts to support searches across the lexicon of research in Law and Business. Once you've identified your research need, AccuDesk is ready to assist in one half hour or less.

To learn more about AccuDesk, email us at: [AccuDesk@accufile.com](mailto:AccuDesk@accufile.com)



Making accuracy an asset for over 25 years.  
[www.accufile.com](http://www.accufile.com)