



LLucas is the information management firm that gives you a differentiated strategic advantage through optimized use of resources. Our team of highly knowledgeable and skilled professionals provides temporary and ongoing services that adapt to your current needs to enhance your long-term performance. We offer a comprehensive set of information management tools for data and records management, document scanning, data conversion, information compilation and consolidation.

At LLucas, our nimble and responsive teams provide exceptional client service in writing, editing, proofreading and fact checking that is the hallmark of a credible and reputable company.

LLucas can be relied upon for expert meeting, workshop and conference coordination and support. We provide talent that is affordable, effective, efficient and time saving so that you can focus on your core business.

As a woman-owned, minority-owned, small business, the LLucas team adds value by simplifying information, and streamlining processes. We maintain our commitment to high quality, top-notch service and timely delivery with global and local companies in the healthcare, pharmaceutical, and environmental industries.

NAICS

- 518210 Data Processing, Hosting, and Related Services
- 541618 Other Management Consulting Services
- 541690 Other Scientific and Technical Consulting Services
- 541611 Administrative Management and General Management Consulting Services
- 561110 Office Administrative Services
- 561410 Document Preparation Services
- 561920 Convention and Trade Show Organizers
- 492210 Local Messengers and Local Delivery

Data Management

- Data Entry
- Data Review and Maintenance
- Information Consolidation

Research & Technical Assistance

- Writing & Editing
- Fact & Citation Checking
- Literature Searches
- Data Compilation

Records Management & Archiving

- Records Analysis
- Document Inventory
- File Plans
- File Room Management
- Document Conversion/Scanning
- On-Site Administrative Support
- Record prep for Off-Site Storage

Courier Services

- Local Messenger Services

For More Information

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Federal Services Provided for:

- National Library of Medicine
- National Cancer Institute
- Environmental Protection Agency
- US Housing and Urban Development

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393B4

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