



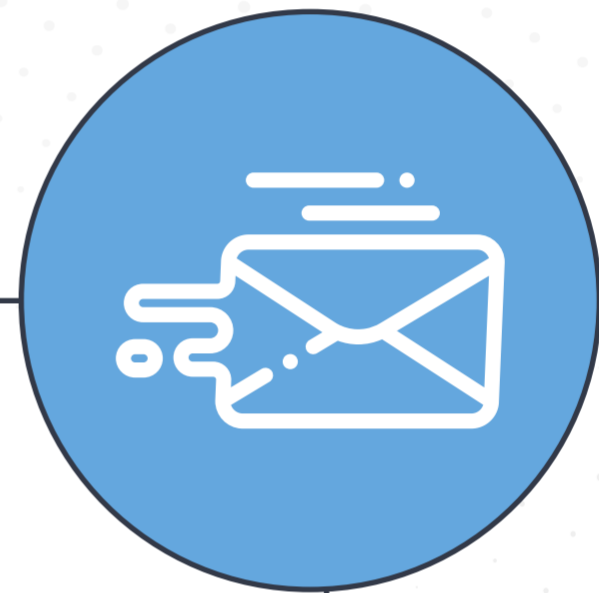
Hacks for AUTOMATING Your Law Practice BILLING & TIMEKEEPING



1 Track time in real time

Run timers as you work to capture time as you go. This process ensures capturing maximum time as well as making it much easier and faster to get time entries approved and generate invoices at the end of the month.

2 Send invoices via email



Sending an invoice via mail is something you should have done away with years ago. The time it takes to print, fold, insert into envelope, address, stamp and mail is wasted time. Your billing software should allow you to send all invoices to you clients via email with one push of a button.



3 Accept payments online

If you're not accepting payments online (and that means both credit card and ACH payments), you are missing a crucial element to automating your billing. Accepting online payments means you don't have to tackle the manual administrative work of recording a payment or making a manual deposit to your bank account.

4 Use additional tools to track time



Your billing software should allow your firm multiple ways to track and create time and expense entries. A mobile app is a must for tracking time on the go. Leverage tools as well that allow you to track time even when not connected to a network or the internet.