



# Identify Your Firm's Core Needs

## High-Volume Document Review

Discovery, deposition summaries, contracts?



## Client Communication & Intake

Need help managing calls, emails, or onboarding?

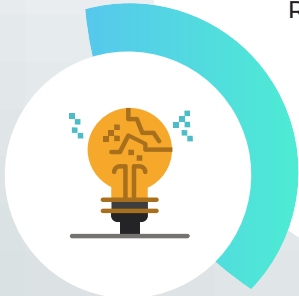


## Administrative Overload

Do lawyers spend >20% of their time on non-billable tasks?

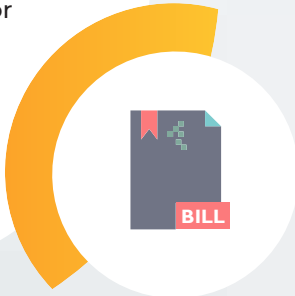


Legal Research  
Regular, detailed case law or statutory research?



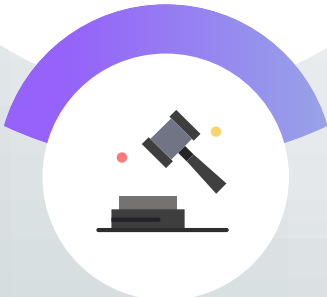
## Billing & Time Tracking

Need help maintaining accurate billing hours or invoices?



## Calendar & Deadline Management

Frequently miss or delay tasks due to workload?

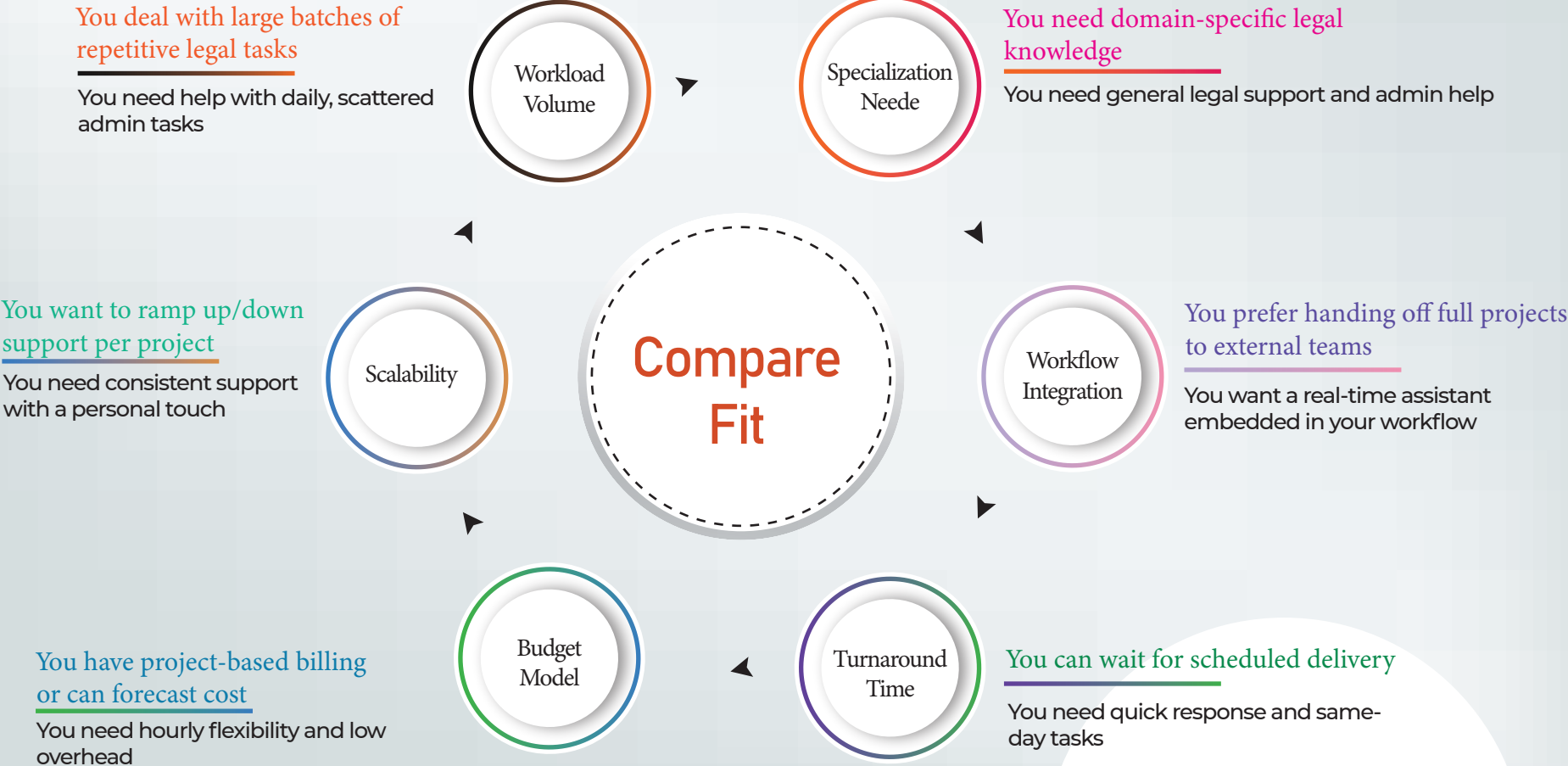


## Compliance & Regulatory Support

Need help with multi-jurisdiction or specialized filings?



# Compare Fit - LPO vs Virtual Legal Assistant



# Budget & ROI Consideration

01

What is your average hourly billing rate ?

Answer

\$ \_\_\_\_\_

02

How many hours per week are spend on admin/non billable tasks?

Answer

\_\_\_\_\_ hrs

03

Estimated lost revenue per month?

Answer

\$ \_\_\_\_\_ =  
Rate x Non-billable Hours

04

Cost of hiring a full-time lrgal assistant (including benefits) ?

Answer

\$ \_\_\_\_\_ per month

05

Cost of VLA or LPO per month?

Answer

VLA: \$ \_\_\_\_\_

06

ROI from outsourcing?

Answer

[Lost Revenue]-[Outsourcing]  
= \$ \_\_\_\_\_



# Security & Compliance Checklist

Are your outsourced partners under NDA?

Do they use secure file-sharing tools (e.g., encrypted cloud, 2FA)?

Do they work within your practice management tools securely (Clio, MyCase, etc.)?

Do they follow ABA/State Bar guidelines on confidentiality and UPL?

Is your client data stored in compliance with US regulations (HIPAA, SOC 2, etc.)?



# Decision Summary



**If 4 or more tasks fall under LPO-type work, consider starting with a pilot LPO project.**



**If daily admin tasks are your bottleneck, start with a Virtual Legal Assistant on a part-time basis.**



**If both areas are affecting efficiency, adopt a hybrid model and assign one person/team to coordinate between the two.**



# Contact Us

Whether you're curious about our paralegal services, free pilot project, or cost — we're ready to answer any and all questions.



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