



Consulting Group, LLC



POWER TOOLS FOR LAW FIRMS^(SM)

Move your law firm to a higher level of efficiency, professionalism and profitability with the latest document management tools and procedures from O2 Consulting Group, LLC.

Slash the waste from your office procedures and gain more time for thought and communication. O2 Consulting Group can show you how to:

■ Turn documents into intellectual property

Intellectual property gains value with age. Turn your firm's cache of briefs, pleadings and motions into a repository of readily-available completed research, courtroom-proven litigation strategies, and judge-specific insights with a simple, easy-to-use document management solution.

■ Enhance productivity and speed turnaround

Paperwork drains your energy and your time. But since you cannot make it go away, at least make it go faster! Let document drafting tools, pre-programmed templates and O2's YreType (Why-re-Type) document production suite help you focus on the substance of the case, rather than the forms. Give yourself a pay raise by letting the tools do the tedious, non-legal work.

■ Provide a higher level of client service

A client impressed is a client re-sold. Impress your clients with your firm's ability to respond: to put your fingers on their latest communication in seconds, to answer questions quickly, to turnaround routine documents promptly and to reduce charges for non-legal tasks. Be as sophisticated as larger corporate legal departments and add an extra competitive edge to your services.

"O2 Consulting is second to none in the industry! ...O2's recommendations and support have contributed to noticeable cuts in our administrative business expenses."

Laura Cacciatore, Systems Applications Manager,
Christie Pabarue Mortensen & Young, Philadelphia, PA

For over ten years, O2 Consulting Group has helped law firms like yours keep their document processing tools and procedures at the highest, proven levels of sophistication.

Call us today for a free consultation and recommendations for moving your office toward state-of-the-art performance.

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SERVICES:

- Document Management (Planning, Configuration, Deployment and Support)
- WordPerfect to MS Word (Installation, Training and History Conversion)
- MS Word Upgrades and Conversions
- Custom Solutions in Visual Basic, SQL, Access, Crystal Reports
- MS Word Add-ons
 - Forms
 - Templates
 - YreType (Why-re-Type)
 - Smart DocD
 - Bates Label
- Training