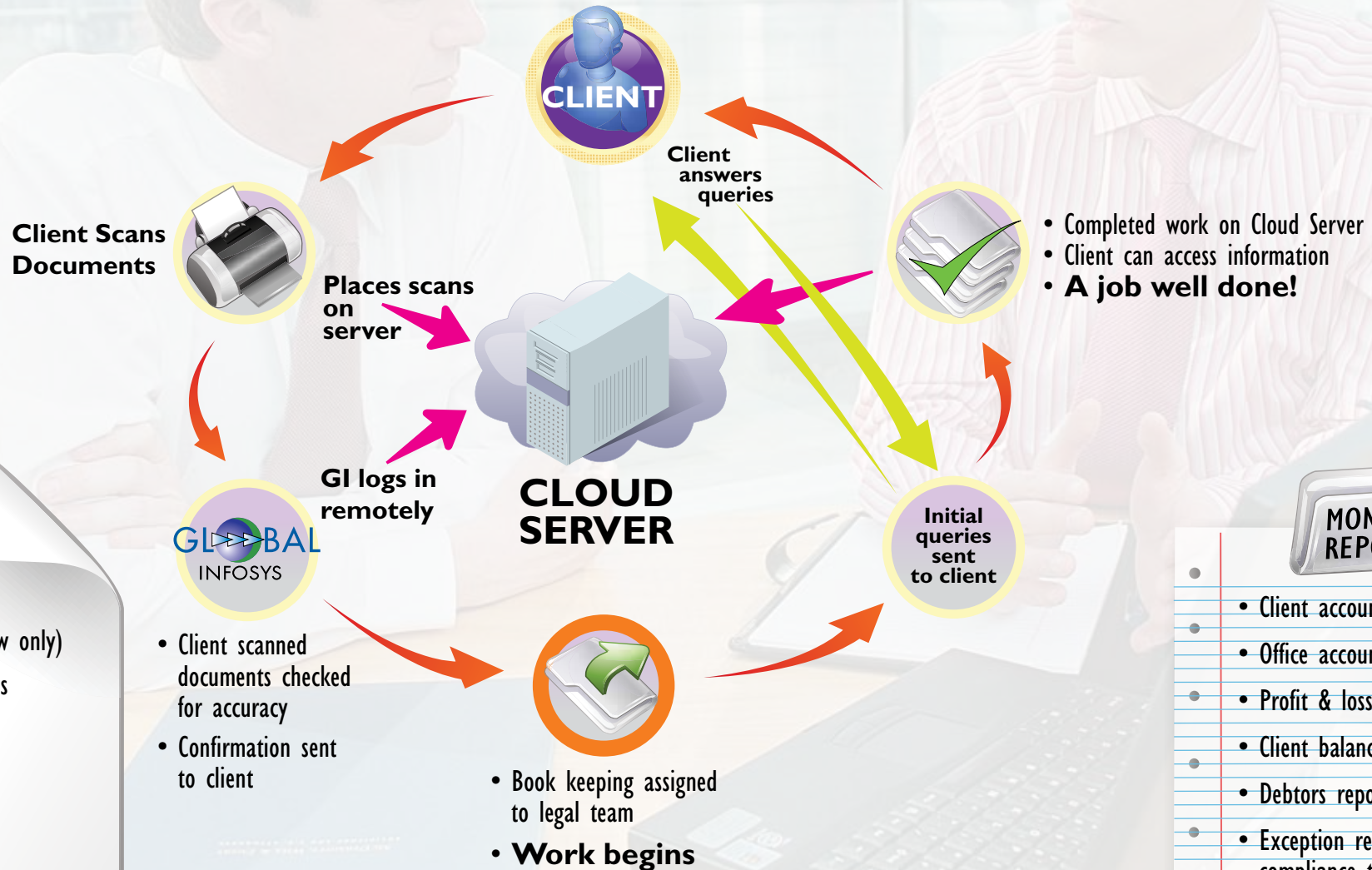


Solicitors Workflow Process

Initial Discussion → Quotation → Implement → Monitoring & Review → Regular Communication



DOCUMENT SCANNING CHECKLIST

- Online bank access (view only)
- Client money in/out slips
- Sales Invoices
- Expense invoices
- Cheque issued listing
- Paying book listing

- Client scanned documents checked for accuracy
- Confirmation sent to client

- Book keeping assigned to legal team
- **Work begins**

- Completed work on Cloud Server
- Client can access information
- **A job well done!**

MONTHLY REPORTS

- Client account reconciliations
- Office account
- Profit & loss accounts
- Client balance reports
- Debtors report
- Exception report (to ensure compliance to SAR)

Cost effective legal book keeping services for solicitors