

LAW FIRM OPERATIONS PARTNER

Stop Leaking Revenue. Start Scaling.

We rescue law firms with elite staffing + AI solutions. We handle the work law firms need to grow but hate to manage — intake, follow-up, admin, and operations.

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WHAT WE DO

Attorney Assistant supports the operational work that keeps law firms responsive, organized, and ready to convert demand into signed clients.

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Intake & Client-Facing

- Reception, inbound & outbound 24/7
- Overnight intake, nights & weekends
- Qualifying & closing — CFA, flat fee, retainer
- 15-touch lead follow-up across 45 days
- Warm transfers & appointment setting
- Client engagement & check-ins

2

Case & Matter Support

- Opening case files & letters of rep
- Medical record & bill retrieval
- Medical record summaries
- Bill balance & child support lien checks
- Lien reduction requests & negotiation
- Pleadings, interrogatories, formal demands

3

Admin & Back Office

- Mail sorting & labeling
- General admin & data mining
- Task training & SOP build-out
- Calendar & inbox management
- CRM hygiene & pipeline updates
- Custom workflows by request

TWO WAYS TO SCALE

Choose on-demand intake coverage, embedded team capacity, or both. The two offers are intentionally presented as peers because they solve different operational bottlenecks.

Intake360

On-demand intake and reception for firms that need every lead answered, qualified, signed, and followed up without waiting on internal bandwidth.

SUBSCRIPTION

\$997 /mo

Includes 75 credits/month. Coverage is \$10 per credit, billed in arrears.

- 24/7 live agents & routing
- Inbound and outbound coverage

Best fit when lead response, after-hours coverage, or intake follow-up is leaking revenue.

CREDITS

| | |
|-----------------------|-----|
| Reception | 0.5 |
| Outbound unsuccessful | 1 |
| Evaluation | 4 |
| Google Review | 5 |
| Signed CFA | 8 |

- Action-based billing
- Unused credits expire monthly

Impact Assistants

Embedded specialists trained for the firm. Start with the role needed most, then scale capacity with per-assistant discounts as the team grows.



Admin Support
from \$2,150/mo



Intake / Reception
from \$2,300/mo



Executive Assistant
from \$2,500/mo



Marketing Support
from \$2,500/mo

VOLUME DISCOUNT PER ASSISTANT

| | |
|----------------|--------------|
| 1 Assistant | \$0 off/mo |
| 2-4 Assistants | \$100 off ea |
| 5-9 Assistants | \$125 off ea |
| 10+ Assistants | \$150 off ea |

Best fit when the firm needs recurring role-based capacity without adding internal headcount.