



# LEXICON MARKS THE SPOT.



# LEXICON™

*Practice Management Software  
+ Legal Support Services*

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[sales@lexiconservices.com](mailto:sales@lexiconservices.com)  
855-4-LEXICON  
[LexiconServices.com](http://LexiconServices.com)



We know the demands on today's law firms are tough. The administrative tasks can take precedence over the real work at hand. Lexicon has created a holistic approach to practice management, offering a wide range of **legal support services** that integrate seamlessly into our robust, **all-in-one software suite**.

Enabled by state-of-the art technology and 12 years expertise in the legal industry, we built our company on the mission of liberating law firms from the added workload, so they can do what they do best, practice law. Let us take care of the business, while you take care of the law.

- Contact Management
- Client Intake
- Matter Management
- Calendar
- Timekeeping
- Billing & Credit Card Processing
- Trust Accounting
- Reporting
- Document Management





## CALL CENTER

- Virtual Receptionist
  - \$210 / 120 min. / mo. \$1.59 / add'l. min.
  - \$406 / 240 min. / mo. \$1.50 / add'l. min.
  - \$954 / 600 min. / mo. \$1.35 / add'l. min.
  - \$1,500 / 1200 min. / mo. \$0.99 / add'l. min.



## HUMAN RESOURCES

- Recruiting
  - 20% of Attorney's Base Salary and / or Legal Staff (Not to exceed \$50k)



## LEGAL OPS & CONSULTING

- Tier 1**
- Virtual Paralegal \$40 - \$75 / hr.
- Tier 2**
- Legal Operations Consulting \$75 - \$350 / hr.



## PRACTICE QUALITY

- Customer Satisfaction Surveys - Email \$100 / attorney / mo.



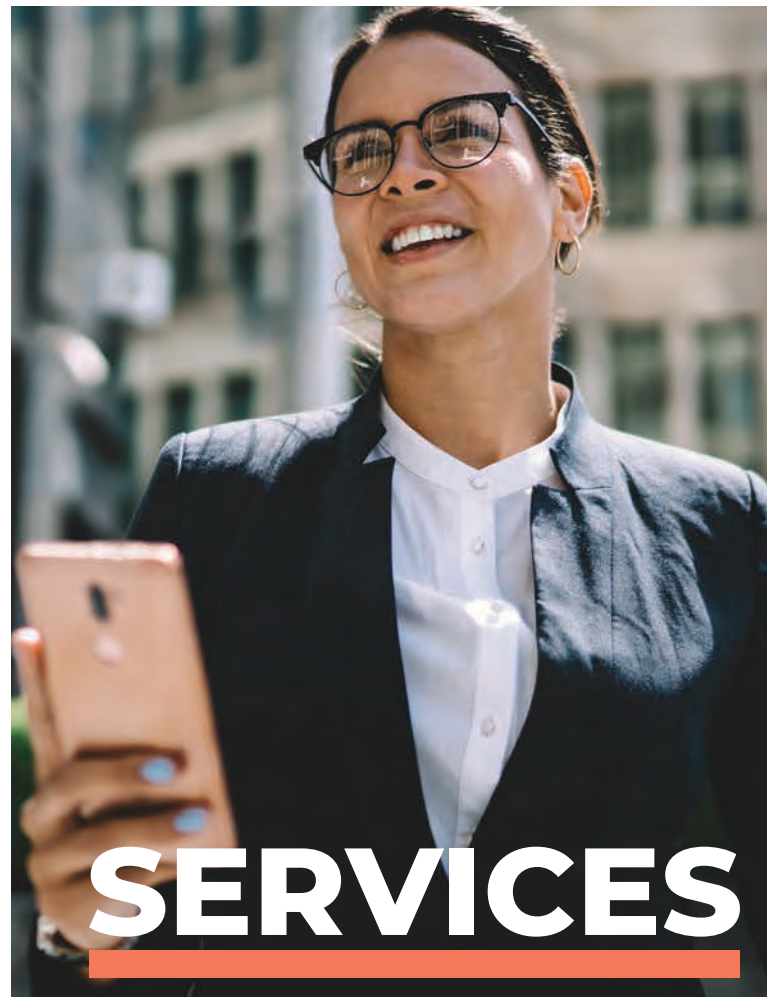
## TRAINING

- Tier 1**
- Custom Training Development (content) \$100 - \$250 / hr. for content creation
- Tier 2**
- Custom Training Development (programs) \$150 - \$400 / hr. for content creation and training delivery (60 - 240 hrs.)



## FACILITIES MANAGEMENT

- Tier 1**
- Real Estate Leasing and Contract Negotiation \$150 / hr.
- Tier 2**
- Lease Management \$150 / hr. plus pass-through



## MARKETING

- Tier 1 - (\$2,000 total or choose a la carte)**
- (2) Graphic designs / mo. \$500 total / mo.
  - (4) Social media posts / mo. \$500 total / mo.
  - Weekly email marketing drip campaign \$500 total / mo.
  - Website auditing and consulting \$500 total / mo.
  - Public relations / media relations \$500 total / mo.



## INFORMATION TECHNOLOGY

- Tier 1**
- Lexicon technical support (in addition to software support) \$45 / machine / mo.
  - Data migration services \$2,500 - \$10,000 (pending size of data and firm)