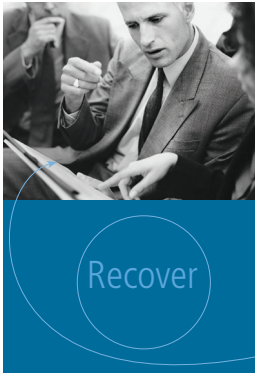


Equitrac Professional® 5 Cost Recovery Software Solutions



Cost Recovery Turns Expenses into Revenue.

There is no question that law firms need to bill for the expenses incurred in serving clients. This includes not only disbursements for legal research, couriers and catering, but routine office expenses such as prints, copies, phone calls and faxes. Firms that bill only “flat rate” charges for these items may limit potential revenue and leave costs un-recovered. Cost recovery provides an equitable solution to client chargeback by enabling detailed and substantiated tracking and billing of each client/matter expense.

As the world’s leading cost recovery solution, Equitrac Professional® 5 helps law firms of any size turn expenses into revenue – automatically.

Simple, accurate and automatic matter-centric cost recovery.

- Easily manage all expenses from capture through allocation and approval to realize your full cost recovery potential
- Capture and chargeback any document printed on every local and networked printer anywhere in your firm
- Import charges for research, couriers, wireless communications, catering and more
- Identify, price and record all traffic through PBX, key and VoIP based telephone systems
- Increase billing speed and accuracy with client/matter and expense information automatically exchanged with all leading time and billing (T&B) systems
- Review, correct or approve expenses from anywhere with convenient Web-based exception editing
- Choose device-embedded software or Equitrac’s terminal-based solution that works with every manufacturer’s printer, copier and multifunction device

Works with systems you already have in place.

By integrating with the time & billing system, document management software, computer networks, and office equipment you already use, Equitrac Professional 5 automates cost recovery without changing the way you work. Active Directory and document management system integration leverages the value of existing systems and reduces IT workload.

Simplify expense approval with web-based exception editing.

Web-based exception editing unifies your expense workflow and speeds invoicing by letting you allocate, correct and approve imported disbursement items and communications charges from any computer with network access.

Reduce expenses, increase efficiency.

Manage your output fleet more effectively and control expenses throughout your firm with the insight gained through Equitrac’s summary, detailed and total activity reports. Spot trends in phone use in time to take corrective action. Negotiate more favorable equipment leases and make more informed decisions on hardware acquisition and deployment.

Rapid return on investment.

While your results will depend on your specific situation, a typical 20 attorney law firm deploying a cost recovery system and achieving a recovery rate of 75% of its 98,000 copies, scans and prints and \$3,000 in communications charges, will recover more than \$200,000 per year and realize 100% ROI in just three to six months.

“The solution took only 2.8 months to pay for itself because we were losing more revenue than we thought.”



The Legal Profession’s Leading Cost Recovery Solution

Equitrac Professional® 5 Cost Recovery Software Solutions

Cost recovery: Your firm's profitability depends on it.

Digital technologies that are streamlining your firm's workflow may also be costing you revenue. That's because many firms using advanced multifunction devices do not yet track and bill for prints and scans the same as they do copies and faxes. So as previously recovered copy volumes are replaced by lower cost but untracked printing, the ironic result is an increase in un-recovered expenses – up to \$5,000 per attorney per year.*

Print tracking and management

Automated capture of every print job with allocation to client/matter codes maximizes cost recovery with minimized user involvement

Integrated for expanded cost recovery

Transfer electronically reported third-party charges such as Westlaw, LexisNexis, FedEx, UPS and PSShip to time & billing for inclusion on client invoices

The image displays three overlapping screenshots of the Equitrac software interface. The top screenshot shows a 'Consolidated Account Detail' report for a client named 'Client: 2-Cheer 2'. It lists various charges such as 'Disbursement', 'Fax', 'Print', and 'Scan' with corresponding amounts. The middle screenshot shows a detailed view of a 'Print' job, listing the date, time, and amount for each page. The bottom screenshot shows a 'Call Accounting' report, detailing phone calls with columns for date, time, duration, and amount. Arrows point from the text boxes to specific data points in these reports.

Call Accounting

Capture detailed information on all phone system usage and accurately charge for the 60% of calls likely to be billable

* Source: ALL Associates Group.

Equitrac Professional® 5 Features

Enterprise-wide cost recovery and expense management

- Software-based capture, costing and reporting of all client-related expenses including: copy, print, scan, fax, phone, research, courier and catering
- Scalable architecture that accommodates future technological and workflow changes
- Global support for multi-national deployments
- Simplified integration for firms growing through acquisition

Improve law firm finances

- Complete monthly invoicing in less time
- Increase billing accuracy and completeness
- Detail or summarize expense charges on client bills
- Reduce client expense-related questions or issues
- Speed cost recovery and cash flow

New generation of embedded cost recovery solutions

- Embedded terminal solutions for every major office equipment manufacturer
- Integration with traditional terminals to support mixed vendor and legacy equipment

Integrated tracking and cost recovery for every printer

- Rules-based least-cost print routing
- Follow-You Printing® Secure Document Release technology
- Flexible charge splitting and first set free options
- Configurable DMS integration for matter centric tracking and pop-up suppression

Extensive cost recovery and print management reporting

- Over 100 cost recovery web reports available
- Summary, detailed and total activity reports by network user and device

- Report event scheduling
- Automatic reporting and distribution
- Personalized and standard templates
- Remote report access

Integrates with current technology

- Integration with all major time and billing systems
- CITRIX® and Novell compatible
- Microsoft® SQL Server™ 2005 Express Edition

Call Accounting with VoIP Integration

- Identifies, prices and records every call for improved cost recovery and expense management
- Integrates with PBX, key and VoIP based telephone systems to capture detailed information on all phone system usage
- Automatic exception notification with fully integrated web based editing for call accounting and other disbursements

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