

Law Firm Administrative Support



When launching, expanding, or incorporating a marketing plan into your firm, administrative issues need to be addressed – from both a business and a marketing standpoint.

We have assisted boutique firms prior to opening their doors and existing law firms that are expanding in number or location with everything from setting up technology leases; establishing business, malpractice and employee health insurance; implementing time and billing and accounting software; to marketing support including drafting content for the website, ordering signage, drafting press releases, and designing collateral.

When a rebrand or a marketing plan is being integrated into an existing firm, coordination with the firm's administrative arm is imperative to ensure consistent messaging, that your look and feel is seamless across all facets of your firm from invoices, letter head, email addresses and signatures, internal documents, to branded items, collateral, signage, and everything in-between.

The integration of the administrative function and the marketing function create a seamless transformation of your firm. ESQquisite marketing has the planning experience and vendor relationships to help you achieve your goals allowing you to do what you do best – practice law.