

# Start Up Solutions



Having experience as a legal assistant, paralegal, legal accounting clerk, law office manager, and marketing manager and CMO at a 140+ lawyer firm, ESQusite Marketing has the tools and understanding to help you start your law firm. We have experience in helping start-up firms implement everything from phones and time and billing systems to hiring to registering bank accounts with the state and IOLTA board. Our relationships with vendors and planning ensures your start-up firm will achieve the most seamless start.

Contact us today if you have questions or need assistance on:

- Drafting your business plan

- Entity formation

- Regulatory Requirements

- Securing office space

  - Construction

  - Furniture

  - Utility set-up

  - Alarm systems

- Technology

  - Time and Billing/Accounting Software

  - Bookkeeping

  - Email

  - Word-processing

  - Computers, Copy/Scanning, Fax, Printers

  - Document Management System

  - Client Relationship Management Software

  - Conflict System

  - Case Management

  - Filing

  - Payroll service

- Bank Accounts/Banking

  - Operating Account

  - IOLTA

  - Escrow Account

  - Business Credit Card

  - Business Checks

  - Credit Card Processing

  - Business Savings Account/Safety Deposit Box

  - Retirement Accounts

# Start Up Solutions

*continued*



## Insurance

- Business and Business Interruption
- Malpractice
- Professional/General Liability
- Tenant/Property
- Workers' Comp
- Employee Health, Dental, Vision
- Employee Life, Short- and Long-term Disability
- Auto Insurance for business use

## Library

- Physical
- Online Memberships

## Professional Memberships

- Updating info

## Supplies

- Ordering everything from paperclips to legal pads to binding machines and magazines subscriptions for the reception area

## Employer

- Employment applications
- Employee policies and procedures
- Training procedures
- Confidentiality agreements
- Forms including W-4, I-9, etc.
- Recruiting

## Marketing Launch Strategy

- Website – brand, design, content, domain name
- Logo design
- Letterhead design
- Business Card design
- Collateral design

**The team at ESQusite Marketing has the capability to be as involved or assist your start up firm to implement or existing firm in making any changes in the areas above. We have worked with boutique firms with a handful of attorneys to mid-size firms.**