

Bizibody is launching a new initiative to provide “managed law offices” for lawyers who would like to move into offices that are fully equipped with law firm facilities, technology and services.

The idea is for lawyers to focus on their core competency and to outsource all non-core activities to Bizibody Technology, the specialists in practice management and legal technology.

We have 2 rooms available from November 2006, including workstations for support personnel. The charging model is flexible to accommodate the lawyers’ specific needs.

If you know of any lawyer who might be looking for suitable premise or may need our management services, please contact me at 6236 2840 or 9726 7074

All discussions will be kept STRICTLY CONFIDENTIAL.

Take care and best regards,  
Sylvia

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### **Bizibody Managed Law Offices**

Bizibody will be setting up a fully equipped law office in Raffles Place which will provide the following for lawyers who wish to: a) start legal practice on their own or with other lawyers or b) re-locate from their current office to premises fully equipped with modern facilities and services.

#### Premises

- Up to 2 individual rooms, fully fitted with cupboards, shelves, directors desk and chair
- Common work areas for secretaries and legal support staff
- Reception Area, Conference Room, Meeting Rooms and Pantry

#### Equipment and Legal Technology

- Copiers, printers, scanners
- Local Area Network
- High bandwidth Internet connectivity for Email, Fax Server, Internet Access
- EFS and Justice OnLine
- Practice Management System
- Cost Recovery System (to track photocopying etc)
- Document Management System (optional)
- Intranet (optional)

#### Business Processes and Services

- Book-keeping and Financial Reporting
- Setting up Business Processes (addressing specific needs in relation to case management, risk management, financial management) based on PRIMELAW standards and guidelines (optional)
- Office Manager (optional)

#### Business and Marketing Assistance (Optional)

- Establish and Operate an LLC
- Recruitment of Fee Earners and Paralegals / Legal Support Staff
- Training and Development of Paralegals
- Business Planning
- Organisational Structuring / Restructuring
- Business Development / Client Relationship Management & Development
- Corporate Communications (Corporate Brochures and Website)
- Business Coaching for Lawyers