

ELITE CASE STUDY

PROCOPIO, CORY, HARGREAVES & SAVITCH LLP

REALIZES SIGNIFICANT EFFICIENCY INCREASES WITH
ELITE PAPERLESS PROFORMA



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“Elite Paperless Proforma has dramatically improved the efficiency of our pre-billing process. The application is easy to use and eliminates the need to print and ship paper between offices. It has saved us three to four days of labor per month in the accounting department alone. Across the firm, there are even more savings.”

Randy Ricks
Director of Accounting

One of the largest full-service business law firms in Southern California, Procopio, Cory, Hargreaves & Savitch LLP has more than 110 attorneys spanning offices in San Diego and Carlsbad. It is a local law firm with a global network that enables it to serve its clients' interests throughout the world.

CHALLENGES

- Reduce delays in the billing process by eliminating the need to shuttle pre-bills between the company's San Diego and Carlsbad offices
- Improve productivity and efficiency by reducing the manual administrative tasks associated with preparing pre-bills for clients of legal services

SOLUTION

- Implemented Elite Paperless Proforma to establish an electronic workflow to eliminate the paper-based process and turn pre-bills into bills much faster
- Generated pre-bill information automatically from the firm's time and billing system, and allowed attorneys to log in from anywhere with a network connection to correct, change or approve pre-bills
- Eliminated a two to three days delay previously caused by shipping pre-bills between the two offices and saved two-to- three cases of paper per month by eliminating pre-bill printing
- Provided a familiar, easy-to-use interface and allowed administrative staff to quickly make updates as attorneys turn in pre-bills—eliminating manual re-keying and duplicate entries
- Saved three to four days of labor per month in the accounting department alone
- Reduced administrative time required for the pre-bill process, which has ultimately reduced overtime hours for administrative staff from about 20% of the firm's overtime budget to just 5%
- Improved tracking and accountability by allowing staff to monitor the status of pre-bills and set up automatic reminders
- Improved attorney satisfaction by allowing them to save time by quickly reviewing pre-bills from anywhere with the Web-based application

**PROCOPIO, CORY,
HARGREAVES & SAVITCH LLP**
San Diego, CA
www.procopio.com

INDUSTRY:
Professional Services

EMPLOYEES:
110

**DATA TRANSFORMATION
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