


# Law Office Manager

Jayhawk Software

## Additional Products and Services

- Website Development & Hosting
- Network Consulting & Support
- Certified Microsoft Technicians
- Managed Services Provider
- Servers, PCs, and Notebooks
- Video Conferencing Equipment
- Video Surveillance Equipment
- Phone Systems ( Licensed Panasonic Dealer)
- On-site & Off-site Backup Solutions

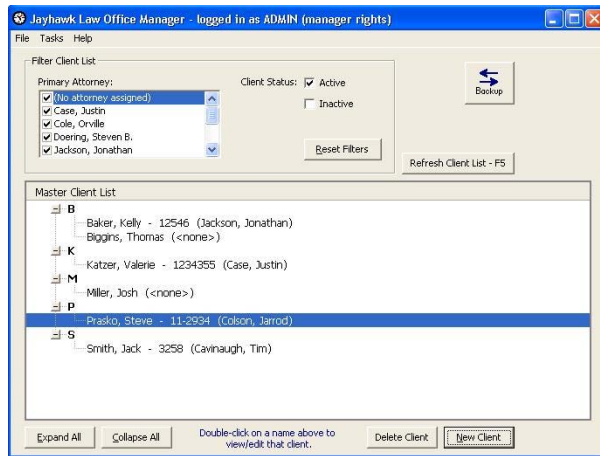


Easily log  
attorney time  
and create client  
invoices

# Introducing: Jayhawk Law Office Manager Software for all your client billing needs

Jayhawk Law Office Manager Software allows you to efficiently track your billable time and invoice clients in an easy to use program. With the Jayhawk Law Office Manager Software, you can:

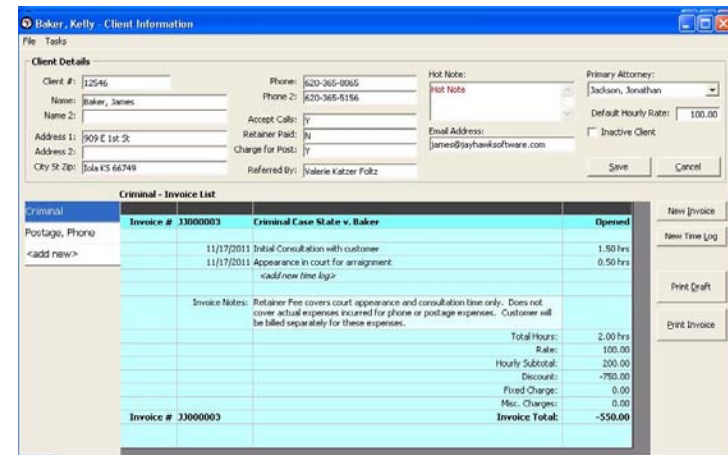
- Track individual customer information such as name, address, phone number and email addresses in an easy to look up Master Client List.
- Track time spent on each client and create time logs for client services.
- Create and print invoices for client services and expenses to be billed to customer. Print individual invoices for a single customer or batch print a group of invoices.
- Customize billing services with user-defined setup for service types, invoice numbers, customer numbers, etc.
- Lock down security rights by user. (includes read-only rights)
- Customize invoice with user-defined fields to track information you need or want your client to see on the invoice.
- Use global text search function to locate info in any field throughout program.



You can filter the Master Client List to include clients for one attorney or all attorneys in your firm, and can also choose to include active or inactive clients. From this index screen, you can also click a single button to add a new client!

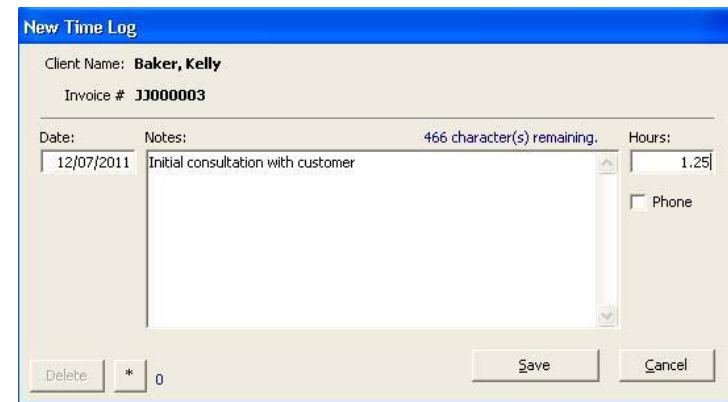


With the Attorney Time feature you have a built-in stop watch on your desktop to track time spent on a client's case. You can set the clock to act as a stopwatch timer to record the time that has lapsed since started (counts up from 0:00:00), or you can set the clock as a countdown timer (which counts down to 0:00:00) to alert you when a certain number of minutes have elapsed.



In the Client Details screen you can enter client name, address, email, and other contact information. You can also set up multiple account types per client to allow you to track time separately and bill separately for the different legal services you provide.

You can print a draft or a final invoice from each Client Detail screen, or batch print drafts and invoices from the Tasks menu.



Jayhawk Law Office Manager allows you to create a dated Time Log entry for each event or service you bill for, with details of work performed and time incurred.