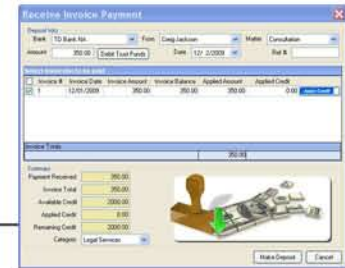


## Easy TimeBill

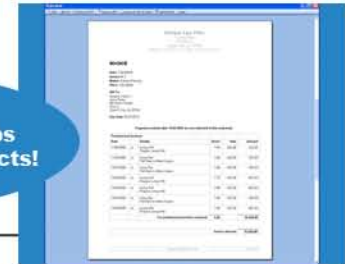
# Legal Billing, Time Tracking & Accounting Software

Easy Trust module integrates trust bookkeeping, all in one program!



Fully Customizable  
Invoices and  
Reminder Letters!

Built in conflict  
checking system helps  
identify potential conflicts!



Create Matters • Receive Retainers (in Operating or Trust Bank Acct) • Record Billable Time  
Generate Invoices • Receive Invoice Payments (or apply operating or trust account retainers)  
Generate Client Statements • Record Operating Expenses • Generate Management Reports  
Print Checks • Perform Bank Statement Reconciliations

- ✓ You will know each matter's unbilled, unpaid, and retainer balances at all times.
- ✓ Add-on module Easy Trust brings in complete trust bookkeeping and reporting in compliance with state rules.

### Easy TimeBill Brings Order to Your Back Office and Increases Profit

- Fully networked for simultaneous multiple use.
- Simple to install and use. Effortlessly manage entire firm time tracking, billing and accounting. No need to hire expensive consultants.
- Uncluttered and natural user interface. Display matter balances in a very intuitive way.
- Manage an unlimited number of Timekeepers (billable persons), clients and associated matters. Fully customizable invoices and reminder letters. All generated invoices and letters can be sent via email.
- Enter Time and Expense Cards individually or an entire week at a time, using timesheets. An intuitive time clock system permits work on multiple matters with individually controlled start/stop times.
- Invoice will display billed time/expenses details along with past due and retainer balances.
- Receive invoice payments with new client funds or apply retainers from operating or trust bank accounts. Updated matter balances are always shown.
- Enter deposits and general expenses for the operating bank accounts, print checks, make deposit slips and perform bank reconciliation. Post disbursements directly to matter.
- You can even batch generate overdue invoice reminders, low retainer reminders, and send by email. Comprehensive billing, banking and accounting reports are also available.
- With the add-on Easy Trust module, perform trust bookkeeping, in compliance with state rules. Comprehensive set of trust functions and reports including 3-way reconciliation, also become available.



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