



Services offered	Part-time packages 20 hrs p/ week	Full-time packages 40 hrs p/week
Answering calls	✓	✓
Voice mail return/voicemail pick up – transcribing to email	✓	✓
Sending and Receiving faxes	✓	✓
Adding pre-booked appointments to calendar	✓	✓
Liaison with court and others to schedule and confirm dates	✓	✓
Booking and scheduling		✓
New Client/Intake screening		✓
Follow-up correspondence – Appointments, payment arrangements		✓
24 hour Appointment confirmations for clients via email		✓
Assistance with drafting letters on behalf of lawyer		✓
Updating and maintaining tickler system		✓
Special offers and discounts for additional a la carte services		✓

12 month Contract	Full-time Legal Administrative package \$2000 + HST per month 40 hours per week Monthly or bi-monthly payments (savings of \$2000 annually) Sign on bonus before December 1st 15% off for first 3 months	Part-time Legal Administrative package \$1100 + HST per month 20 hours per week Monthly or bi-monthly payments (savings of \$1100 annually) Sign on bonus before December 1st 15% off for first 3 months
onth to Month (minimum 3 months)	Full-time Legal Administrative package \$12.50 +HST per hour 40 hours per week Bi-weekly payments Sign on bonus before December 1st 10% off for first 3 months	Part-time Legal Administrative package \$13.75+HST per hour 20 hours per week Bi- weekly payments Sign on bonus before December 1st 10% off for first 3 months