



Making Your Practice  
More Productive

## The *power of efficiency* can simplify operations throughout your firm.



Legal Administrators and Paralegals

### MANAGE TIME MORE EFFECTIVELY

Meeting document production deadlines requires rapid response. Shipment preparation should be fast and easy. And shipment status information must be close at hand to quickly answer client and counsel requests. How can you maximize productivity and minimize surprises?

Anyone with an Internet connection can ship or track from their desktop with **UPS CampusShip®**. Its intuitive, Web-based interface is easy to use and address validation is automatic. Integrated address books store information, saving time when creating shipments and reducing the possibility of costly shipping errors.

UPS tracking solutions quickly and easily provide visibility for these important documents. **Quantum View Manage®** monitors inbound and outbound shipments without having to track down tracking numbers. And **Quantum View Notify®** can be used to inform recipients of incoming package status and confirmed deliveries with helpful email alerts.



Finance and Accounting

### VALIDATE CLIENT OR MATTER CODES AUTOMATICALLY

Accurate and timely invoicing is a necessity. Expense allocation is inefficient when you have to manually enter client or matter codes. However, monitoring expenses not only protects the firm, but clients benefit as well. So how do you automate allocation to expedite billing?

**UPS CampusShip** can be set up to require client or matter codes, which are then validated against your approved codes. Since only valid codes can be entered, allocation of expenses is streamlined. Organized on one invoice, billing is simplified.

Then **UPS Billing Data** enables easy integration into existing databases. Data also can be imported into the **UPS Billing Analysis Tool** for quick, accurate billing or to analyze charges.



Office Management and Mail Services

### SATISFY SHIPPING NEEDS EASILY

Getting the firm's shipments delivered on time is critical, even when you're working late and documents aren't ready until after hours. Tracking documents between delivery and when they reach the final recipient is just as important. How do you adapt to changing needs and shifting schedules?

An extra team member who knows your firm's business helps. UPS's one-driver advantage means you get a single driver who handles all your Ground and Air packages for both pickups and deliveries.

UPS also provides many options for late-night documents and packages that can't wait until the next day. **UPS On-Call Pickup®** and **UPS Drop Boxes** also offer reliable access when a regularly scheduled pickup doesn't meet your needs.

Reaching more U.S. businesses and ZIP Codes by 8:30 and 10:30 a.m. than FedEx, UPS reliability means shipments get where they need to be, when they need to be there. And when packages arrive at your office, **UPS Trackpad®** monitors deliveries within your firm until they reach the final recipient.

# Setting the precedent for *fast, reliable* shipping solutions

<p><b>More Air-Service Options</b></p>	<p><b>UPS Air Services</b></p> <ul style="list-style-type: none"> <li>• Reach more U.S. businesses and ZIP Codes by 8:30 and 10:30 a.m. than FedEx</li> <li>• Next-day, 2-day and 3-day domestic and international deliveries</li> </ul>	<p><b>Customized Express Envelopes</b></p> <ul style="list-style-type: none"> <li>• Market your brand with customized letter and legal envelopes featuring your firm name and logo</li> <li>• Customize UPS reusable envelopes to reduce waste</li> </ul>
<p><b>Expedited Shipment Preparation</b></p>	<p><b>UPS CampusShip®</b></p> <ul style="list-style-type: none"> <li>• Ship from any desktop with an Internet connection to expedite processing</li> </ul>	<ul style="list-style-type: none"> <li>• Require and validate client or matter codes for easy cost allocation</li> <li>• Automatic address validation and address book integration</li> </ul>
<p><b>Proactive Shipment Status</b></p>	<p><b>Quantum View®</b></p> <ul style="list-style-type: none"> <li>• Offers inbound and outbound views of shipping activity</li> <li>• Provides key shipping events via email, updated as often as hourly</li> </ul>	<p><b>UPS Trackpad®</b></p> <ul style="list-style-type: none"> <li>• Scan and track any carrier's inbound shipment from mail room to desk</li> <li>• Proactive notification of delivery status</li> </ul>
<p><b>Multiple Access Points</b></p>	<p><b>The UPS Store®</b></p> <ul style="list-style-type: none"> <li>• Nearly 4,400 locations nationwide for easy access to shipping and document services</li> <li>• Web-based printing service allows you to upload, customize and submit documents online and get professional-looking documents to pick up at your convenience</li> </ul>	<p><b>UPS Drop Boxes</b></p> <ul style="list-style-type: none"> <li>• Approximately 40,000 convenient locations nationwide, many with late pickup times</li> <li>• Ship Air, Ground and International letters and boxes</li> </ul> <p><b>UPS On-Call Pickup®</b></p> <ul style="list-style-type: none"> <li>• Offers later pickup times from more businesses</li> <li>• Available with Air, Ground and International services</li> </ul>
<p><b>Simplified Billing</b></p>	<p><b>UPS Billing Data/ Billing Analysis Tool</b></p> <ul style="list-style-type: none"> <li>• Streamline cost allocation</li> </ul>	<ul style="list-style-type: none"> <li>• Available in multiple formats</li> <li>• Generate customizable reports to help analyze and reconcile charges</li> </ul>



## A WIN-WIN SITUATION

Rely on the world's leading delivery company\* and benefit from a partnership that leverages our experience to move your business faster and more efficiently, while at the same time reducing costs.

\*Based on annual revenue

# A more *productive* practice is a more *profitable* practice.

You can never have too much efficiency. That's why we help you make the most of every hour, so you can make the most of every day. UPS's innovative solutions streamline shipping processes, creating value that goes beyond on-time delivery. Now attorneys, staff and clients can streamline their days too, efficiently managing time and money.

Using UPS shipping and technology solutions, law firms have been able to improve shipping cost recovery as well as shipment preparation time. That's time that staff can now devote to the business at hand.

This same shipping technology helps you to meet the high performance standards of your clients, giving you the edge when it comes to service:

- Proof of delivery for peace of mind when tracking document deliveries
- Accelerated billing for improved budgeting and forecasting
- Reliable overnight shipping options and late pickup times for faster turnarounds on a deadline



## A *sustainable* difference

In the effort to minimize the climate impact of our shipping operations, UPS has taken the initiative in pursuing sustainable business practices. As a leader in express shipping and package delivery, we're making a difference with our products and services that benefit our customers and our world:

- **UPS carbon neutral** — Lets you proactively mitigate the CO<sub>2</sub> emissions associated with your shipments
- **UPS Express® Reusable Envelopes** — Reduce waste, allowing one envelope to be used twice
- **UPS Smart Pickup®** — Automatic pickup only after UPS notification that a shipment has been processed, helping reduce UPS driver visits and your costs
- **Electronic billing** — Cuts paper use, as well as the time it takes to invoice and reconcile payments



To learn how UPS can meet urgent shipping needs and improve efficiencies at your firm, visit [ups.com/lawfirms](https://www.ups.com/lawfirms)



[ups.com/lawfirms](https://www.ups.com/lawfirms)

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