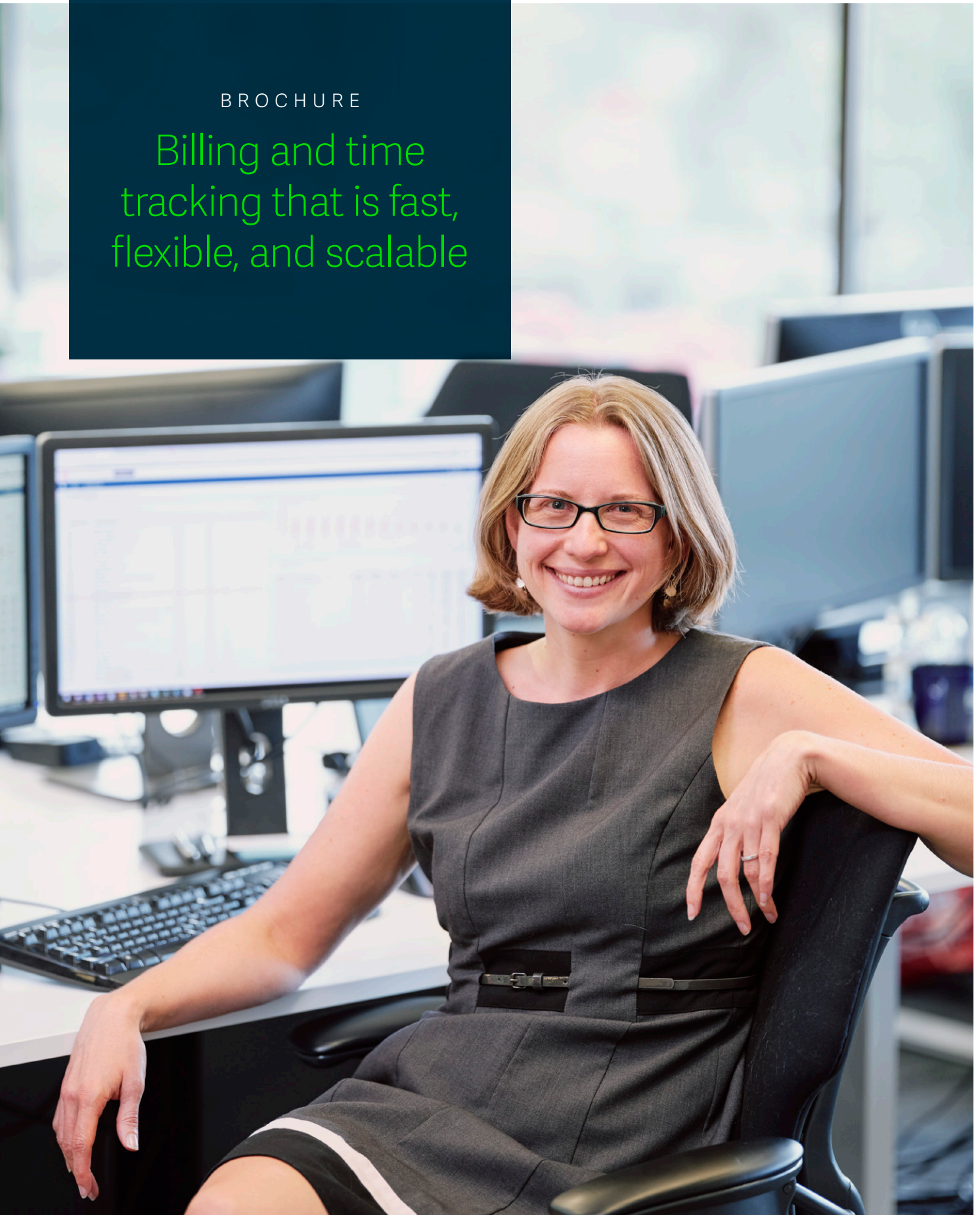**sage** Timeslips

BROCHURE

Billing and time
tracking that is fast,
flexible, and scalable

Easy-to-use time and billing software

Get the insight you need to make better business decisions using Sage Timeslips Premium, an industry-leading billing and time tracking solution that has helped thousands of legal professionals capture more billable hours and increase profits.

Sage Timeslips has consistently been recognized as a top time and billing solution by professional services industry associations and publications:

- The New York Law Journal
- CPA Technology Advisor
- New Jersey Law Journal
- The Recorder—"Best of" List
- Texas Lawyer (Hall of Fame)

Sage Timeslips Premium Benefits

When choosing Sage Timeslips Premium, you're receiving a peace of mind, convenience, compliance, and customer support to drive business success. From customized billing and reporting, integration with Outlook, QuickBooks, Sage 50 Accounting, and other practice management software - your business has what in needs to thrive. Process credit card payments in-product or receive payments online – Sage Timeslips Premium makes invoicing, time, and expense capture more efficient and profitable than ever before.

Intuitive time entry

Sage Timeslips Premium makes it easier than ever to capture all of your organization's billable time and expenses— even when timekeepers are in the field. With its well-established feature set and user-friendly interface, Sage Timeslips Premium is an incredibly capable and flexible solution that requires very little time to learn. After a few quick setup steps, aided by the helpful Setup Wizard, a new Sage Timeslips Premium user can easily build a database and store vital information for each client or project in a single location for easy access, billing, and reporting.

In Sage Timeslips Premium, time and expense entries are referred to as "slips." Each slip contains vital information such as the timekeeper name, activity name, client name, rate/price, and time spent or quantity. Slips may also contain optional information such as activity description, estimated time, references, and markup/ adjustment amounts.

Flexible client-based billing

Use client-based billing arrangements, rate allocation, discounts and adjustments to tailor your services for each individual client. Implement universal billing structure or apply special provision to your special customers.

Simple, robust reporting

Manage your teams' productivity, task completions, and ensure profitability with 100+ predefined timeslips reports covering all your business needs.

Sage Timeslips Premium reporting helps you understand and project the performance and financial well-being of your organization. With more than 100 predefined reports, Sage Timeslips helps you better manage the productivity of your staff, monitors the time needed to complete tasks, and adjust rates to ensure profitability. But that's only the beginning of the business intelligence features available through Sage Timeslips. The software also offers simple drag-and-drop functionality to customize reports and graphs for information such as slips, clients, timekeepers, tasks, expenses, and transactions. Most reports can be printed to Microsoft Excel or Word.

Plus, with the customizable dashboard highlighting key business indicators—you can access an interactive selection of Sage Timeslips data including slip totals, budget figures, accounts receivable transactions, and account balances. Sage Timelips Today, a powerful feature in Sage Timeslips premium, allows you to design your own Sage Timeslips control panel, complete with instant access to the data you need most.

Integration with popular business apps

Integrations with Sage 50cloud, Outlook, QuickBooks, Paya and LawPay extends the power of Sage Timeslips, streamlines your processes, and grows your business.

LawPay

Securely accept online payments with confidence using Sage Timeslips. LawPay's industry-leading payment solution gives you a simple, secure way to accept online client payments through Sage Timeslips. Developed specifically for law firms, LawPay correctly separates earned and unearned fees and protects IOLTA accounts against any third-party debiting.

Mobile time entry

There's no need to wait until you're back at your desk to record time, tasks, and expenses—or even start a file on a new client. Sage Timeslips eCenter generates time slips over the web or a mobile device in real-time. You'll serve your clients better by giving them direct access to review their accounts.

Simple, accurate billing and accounts receivable tracking

Ensure all your clients' bills are accurate and delivered when you need them using the billing assistant function. Review, edit, and even generate invoices for single or multiple clients in one, centralized location. The billing assistant's efficient layout and informational presentation provide the perfect platform for ensure you get the most out of your billing.

Sage Timeslips Premium empowers your revenue generation with its robust accounts receivable (A/R) functionality. Utilize A/R transactions such as payments, credits, write-ups, write-downs, refunds and reverse payments to effectively improve revenue generation.

The powerful bill design tool displays a full bill on screen with simple drag-and-drop customization. Drop in your logo, add and remove fields, change fonts, and reorder sections to get just the look you—and your clients—want. Best of all, the design displayed on screen is what the printed bill will look like, so there are no surprises.

Once you've designed your invoice to your liking, you can easily summarize bill details on a bill layout cover page, allowing you to provide a clear, concise overview of each client's bill. This cover page can summarize client-specific details, such as the amount due and current balance, in any format you choose.

Invoicing methods to meet your business

In addition to traditional slip entry billing, Sage Timeslips Premium offers Quick Bill. Sage Timeslips Premium's Quick Bill functionality allows fast and easy billing from one centralized location. From Quick Bill, you can create or bill existing clients, add time and/or expense slips all from the same location. Taxes and bill layouts can be selected and previewed without leaving the comfort of the Quick Bill function. Quick Bills can be printed and/or e-mailed to customers with the click of a button.

What do our customers say about Sage Timeslips?

"The biggest benefit is that it allows us to accurately track our hours and costs for each project. This allows us to predict hours and costs on future projects and, most importantly, improve workflow for our company."
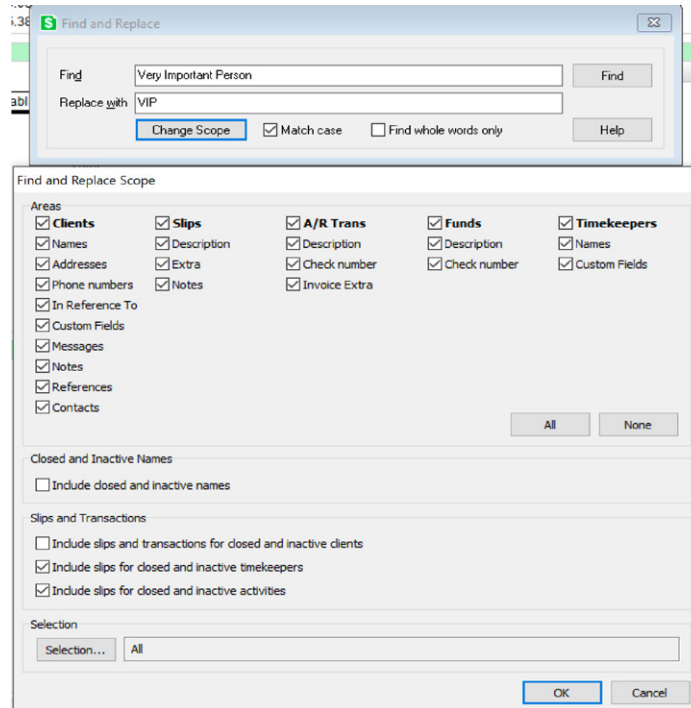
— James Hundt, CEO, Foresight Architects

"I don't know any other way I would handle time and billing. The database is incredible, and it is just invaluable. Everything I need to know is there, and I can quickly go to it. It's so fast."

— Jacques LeFore, President, LeFore Consulting

What's New in Sage Timeslips Premium

Updates are constantly being delivered to Sage Timeslips Premium. The enhancements target new business innovation as well as improving your existing workflow.

Undo multiple bills
Save additional time with Sage Timeslips Premium Undo Multiple Bills. Undo and correct past bills quickly and easily.

STEP 1:
Select the bills you want to undo.

STEP 2:
Print the "roadmap" for the bills you're undoing.

STEP 3:
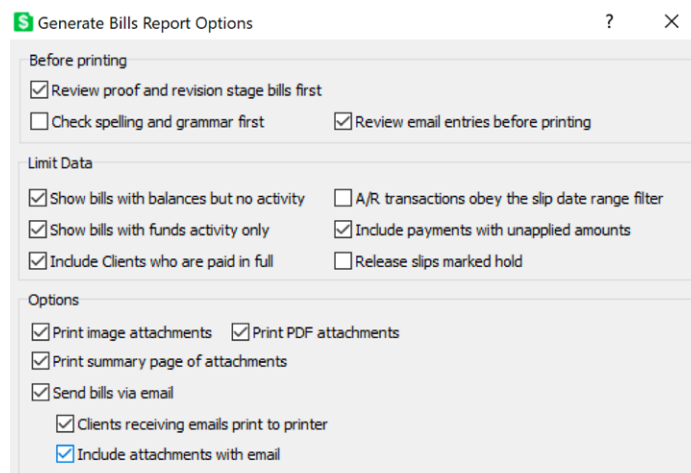Follow the "roadmap" to quickly and accurately recreate the selected invoices

Universal find and replace

It's now easier than ever to make changes within Sage Timeslips. If your service offering name changes. Simply search for a specific word or phrase and replace it throughout Sage Timeslips with just a click.

PDF attachment to invoices

Customers are more likely to quickly make payment of invoices faster when their bill is easy to understand and complete. You can now include slip attachments, such as receipts, supporting documents, and/or etc., when printing or emailing client invoices.

Sage Timeslips Premium

Sage Timeslips Premium is built on a fast, stable, SQL-based platform and is only available as an annual subscription. Choose what level— silver, gold, or platinum—meets your business needs best.

Each level of Sage Timeslips Premium includes our latest Sage Timeslips Premium product, ongoing product updates, and access to support and product education.

	Platinum	Gold	Silver
Support	Unlimited Premium support	Six support cases yearly	Three support cases yearly
Product training/ education	✔ (Two, one-hour training sessions/year)	✔ (Two, one-hour training sessions/year)	
Minor data repair	✔		
Major data repair	✔ (1 incident/year)		
Optional electronic billing bundle	Save 45% $168.00/year	Save 17% $252.00/year	$304.50/year
eCenter logins	2	2	1

One Sage for all your business needs

Sage Timeslips provides you with a great billing and time and expense tracking solution, but did you know that Sage has a complete line of solutions to meet all your business operation needs? Visit **Sage.com** to learn more about some of the products featured below:

Sage 50cloud Accounting

Organize your finances and get more done every day with Sage 50cloud Accounting. It's time to feel confident about your money and move your business forward. Easy-to-afford subscription plans ensure that you have the most up-to-date features and unlimited access to support. Sage 50cloud Accounting integrates with Sage Timeslips.

Start your Sage Timeslips Premium free trial today: **sage.com/us/timeslips**

System requirements: For a complete list of recommended minimum system requirements, visit: http://na.sage.com/us/sage-timeslips/resources

sage

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