

Benefits

LOMAS - Law Office Management and Administration System

- **Productivity Improvement**
 - ✓ Expedite whole Process
 - ✓ Automatic and Timely Follow-up (no missed deadlines, etc)
 - ✓ Streamlined forwarding and escalation (avoid mistakes, omissions, etc)
 - ✓ Much less effort on mundane tasks and, therefore, more time available to channel towards difficult aspects and tasks
 - ✓ Much less filing and retrieval effort
- **Reduce Operational Costs**
 - ✓ Less paper work (the real cost of paper is approximately €1.5-€2.5 per A4 sheet of paper!)
 - ✓ Time savings on average: 14-37 minutes per day!
2.9% – 7.3% of direct salary costs and contributions
 - ✓ More throughput with the same headcount
- **Customer Service through Quality information**
 - ✓ Correct (accurate, precise)
 - ✓ Complete
 - ✓ Consistent
 - ✓ Available anywhere and anyhow
 - ✓ Unique
- **Knowledge**
 - ✓ Seamless, continuous accumulation
 - ✓ Re-use and continuous improvement (CI)
 - ✓ Reduce dependency on people (skills) because of illness / leave / transfers / attrition
- **Sales**
 - ✓ Focus (effectiveness)
 - ✓ Efficiency (once targeted to close prospect)
 - ✓ Customer retention (much more expensive to acquire than to retain).
- **Total Solution – Implements like Lego – A Module at a time**

✓ Complete Office Organisation	✓	e-mail & calendaring
✓ Knowledge Build-up	✓	Intranet/Extranet/Internet
✓ Process Improvement	✓	Document Management
✓ Human Capital Management	✓	Filing
✓ Case Management	✓	Workflow
◇		
✓ International Business Services (Companies +)	✓	Contracts
✓ Anti-trust	✓	Library Management
✓ Litigation & Arbitration	✓	Practice Development
✓ Intellectual Property: T, P, etc	✓	Model Templates
✓ Taxation	✓	Statistics
✓ Property	✓	Stock Exchange
✓ Shipping	✓	Local and Foreign Network
✓ Insolvency	✓	Legal information System
✓ Collections	✓	Customer Service
✓ Recoveries	✓	IT Inventory
✓ ISO Support		

Please call Sales at +357 22 780888 or fax us at +357 22 780558

41, Metochiou Street, P.O. Box 20020, 1600 Nicosia, Cyprus

email: marketing@synecticsconsulting.com Web-Site: www.synecticsconsulting.com