

DETAILED START UP LIST

Office Space (shared)

- Rent - \$800-1,200/office (or less)(secretary space m/b included or extra)
- Receptionist/telephone coverage
- Conference Rooms/Kitchen
- Phone System/voicemail
- Library (if want books - many places we went were throwing away books to create space)
- Signage (lobby & floor)
- ~~Copier/Fax~~ Scanner / efax

Computer System

- Use existing computer
- Networking including shared printer
- Printer/~~fax machine~~ for DSL line
- Consultant

Phone lines/voicemail

- We have 3 landlines and we use Onebox as a virtual pbx
- Google Voice
- Skype
- Cell phone

Internet/e-mail

- Domain name (godaddy)
- DSL 1.6 Mbps (~~\$89/month~~ Verizon - others more expensive/better service)
- Use godaddy as e-mail server
- start process as soon as get phone lines

Postage

- Dymo Twin Turbo Printer
 - Endicia to print stamps for free
 - Don't use Pitney Bowes
- courier service (Boston Express Delivery)
- Fed Ex Account - set up account and they will send supplies/pre-printed

Banking

- At least 1 checking/operating account and 1 IOLTA

Accountant

- Quickbooks Pro
- Recommendation: Use an accountant from the start

Business Form

LLP or P.C. or Sole Proprietor

Furniture

Desks/desk chairs/client chairs/file cabinets/bookcases

W.B. Mason (warehouse for floor models) <http://www.wbswhattabargain.com/>

Insurance

Malpractice (through MBA) (about 1k/year attorney 1st Year- increases thru year 5)

Health (COBRA then Northeast Business Trust or Mass Business Association group rates)

Office/Renters

Timekeeping/billing software

Clio

RocketMatter

Library/research

LEXIS v. Westlaw (LEXIS better deal for non-Mass access) (Free at your local law library)

Fastcase - free for iPhone/iPad

Casemaker - free with Mass Bar Membership

Memberships

BBA/MBA

Social Law

BBO (need to give address change/will bill when existing term up)

Subscriptions

Lawyers Weekly

Office Supplies

Firm envelopes/labels/business cards (get online but not free ones at VistaPrint)

Notepads/pens/printer paper/bond paper/folders/etc.

iPad

Client/Marketing Issues

Think about billing rates

Have model engagement letters ready (engagement/retainer/contingent)
Have firm/individual bios ready
Mailing list for announcements (send to everyone can think of)
Lawyers Weekly Announcement

START-UP EXPENSES

Office (security/first month rent) \$4,000

Computer (two desktops/shared printer)(can lease) \$5,000/2

Computer Consultant/set up \$500

Office Furniture per office (desk/credenza/chair/
bookcase/two client chairs/large file cabinet)
(good chance can get furniture from former
tenant) \$3,500

Malpractice Insurance (for one) \$1,000/yr

Software (Office, Quickbooks, Time Tracking software) \$800

BBA Membership \$150

MBA Membership \$150

Social Law Membership \$260

Lawyers Weekly (per year) \$175

Phone lines \$300

Announcement in Lawyers Weekly (editorial section) ~~\$700~~Free

Announcement (500 cards or email) \$200 or Free via email

Supplies \$200

Internet/DSL setup \$100

BASIC MONTHLY EXPENSES

Rent \$2,000

Phone ~~\$200~~

Postage \$50

Internet \$89

Supplies \$50

Malpractice Insurance \$100