

# ESSENTIAL CLOUD-BASED SERVICES FOR SOLO/SMALL FIRMS



**HAMADA SMITH**


# Criteria To Consider

- ✓ Is it secure?
- ✓ Will it increase efficiency, productivity, and effectiveness?
- ✓ Will it lower overhead?
- ✓ Is it platform and device agnostic?
- ✓ Is it collaborative and scalable?
- ✓ Will it level the playing field or provide an advantage?

# Microsoft 365

- All The Apps/Services To Run A Modern High Tech Law Office for \$12.50 - \$22/mo/user (+\$16/mo/user for Phone Plan)
- Office 365 Suite; Unified Communications; Secure Collaboration and Storage
- Secure (Datacenters; Encryption; Compliance Certifications)
- Data Backups; Redundancy; 99%+ Uptime
- Scalable

# RingCentral

- \$20-\$25/mo/user for Unified Message, Video, Phone (MVP)
- Rules-based calls (time, date, date range, caller ID, other parameters) and customized greetings for specific callers or situations
- Live transcription  transcribes meeting audio in real time
- Secure (Datacenters; Encryption; Compliance Certifications)
- 99%+ Uptime
- Scalable

# Box.com

- \$90-\$120/mo (3 users) Business Plus Plan or Enterprise Plan
- Documents are indexed and searchable using filters, boolean operators, and/or specific phrase searches
- Box Governance (add'l \$30/mo – for 3 users) - configure regulatory, legal, compliance, and security requirements for content in the cloud.
- Secure (Datacenters; Encryption; Compliance Certifications)
- Data Backups; Redundancy; 99%+ Uptime
- Scalable

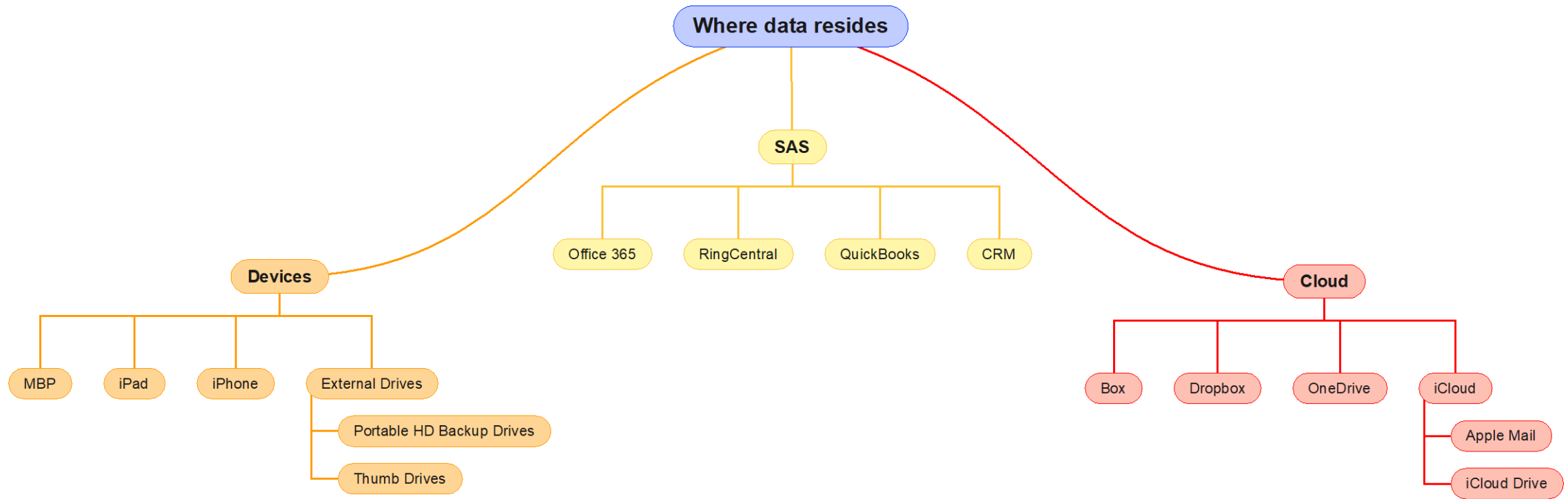
# Other Services To Consider

- Adobe Acrobat Pro \$19.99/mo/user
- VPN (e.g. NordVPN \$40/yr/user)
- Quickbooks Online (\$30/mo 1 user - \$60/mo 3 users)

# Outsourced Digital Services

- Convert high volume documents into searchable electronic documents
- Securely store or upload searchable files to connected storage
- Document review is accessible and scalable
- Manage assembly, load files, labeling/redaction, tagging, indexes for electronic production

# But, With Great Power ...





# GRAND TOTAL

1. Microsoft 365	\$38.00/mo.
2. RingCentral	\$25.00/mo.
3. Box.Com	\$150.00/mo.
4. Adobe Acrobat Pro	\$19.99/mo.
5. VPN	\$3.00/mo.
6. Quickbooks Online	<u>\$30.00/mo.</u>
<b>total</b>	<b>\$265.99/mo.</b>

# Two Axioms To Follow

*“Adapt what is useful, reject what is useless, and add to what is specifically your own.”*

-Bruce Lee

*“Deciding what not to do is as important as deciding what to do.”*

-Steve Jobs

# Useful Resources

- [Microsoft 365 Plans](#)
- [Microsoft 365 Detailed Comparison Chart](#)
- [Microsoft Azure Global Infrastructure](#)
- [Microsoft Certifications](#)
- [RingCentral Trust Center](#)
- [RingCentral Certifications](#)
- [RingCentral Legal Documentation](#)
- [Box.com Plans](#)
- [Box.com Security](#)
- [Box.com Privacy Policy](#)



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A PROFESSIONAL LIMITED LIABILITY COMPANY

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