Mastering the Art of Client Billing

It is an old adage: *"If client invoices are not accurate and timely, they are unlikely to be paid promptly and in full."* If only it were still that simple. Today law firms, big and small, struggle to keep pace with ever-changing client billing requirements, protean general counsel billing guidelines, time and rate restrictions, accrual projections and budget update requests, not to mention the vagaries of dozens of different e-billing systems. *Without an experienced and highly organized billing staff with well-documented and efficient workflows, law firms risk both adverse financial consequences and strained client relationships.*

4L has recruited and developed a team of billing and e-billing artisans experienced with standard invoicing, flat fee billing, e-billing processing, phase and task codes, and a myriad of other client billing challenges. In addition, we compiled a synopsis of client-specific billing guidelines and cataloged the nuances and quirks of commonly used e-billing systems – a helpful compendium of tricks and workarounds not found in the published user manuals.

4L's Client Billing Services

- creating invoice styles that both meet the requirements of client engagement agreements and convey value of the work performed
- maintaining outside counsel guidelines
- spell-checking time entry narratives
- generating pre-bills for billing attorney review, edit and approval
- processing pre-bill edits and generating invoices (including e-mailing manual invoices with supporting costs documentation, developing LEDES billing files, and uploading invoice data to e-billing systems)
- coordinating processing of accruals, budgets and appeals

4L's E-billing Fluency

- BillingPonit
- Bottomline Legal X
- Bottomline Legal
- Exchange
- CounselGo
- CounselLink
- DataCert/Passport
- Genesis Claims System
- Lawtrac
- LbGlobal LawLBR/Legal Bill Review

4L by the numbers
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INVOICES PREPARED
288,368

INVOICE FEE VALUE
$842,210,379

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