LEGAL TIMEKEEPING SYSTEM SAN-25-SH

INSTALLATION AND OPERATING INSTRUCTIONS

*Keep these instructions for reference and training new personnel.

STARTA-SYSTEM® CONTENTS

1020

or 2040 Chargeable Time Slips

50

or 100 Time and Money Recap Sheets

100 Mount Sheets

2 or 4 Folding Pegboard Folios

Preparing a Time Slip

- Place one Time and Money Recap Sheet on the pegboard by placing the third peghole over the top peg.
- Place one bank of shingled Time Slips over the Recap Sheet. The posting line of the Time Slip must align with the first writing line of the Recap Sheet.
- Beginning at the left of the Time Slip, enter the Date, Attorney's Initials, Client Name and Legal Matter. (See A of illustration 1)
- Using the Code Classifications, enter the appropriate code. (See B of illustration 1)
- Refer to the Time Conversion chart at the top of the Recap Sheet. Determine the appropriate time code and enter on Time Slip. (See C of illustration 1)
- 6. Enter the appropriate charge in the last box on the Time Slip. (See D of illustration 1)
- Record any additional comments in the center. (See E of illustration 1)

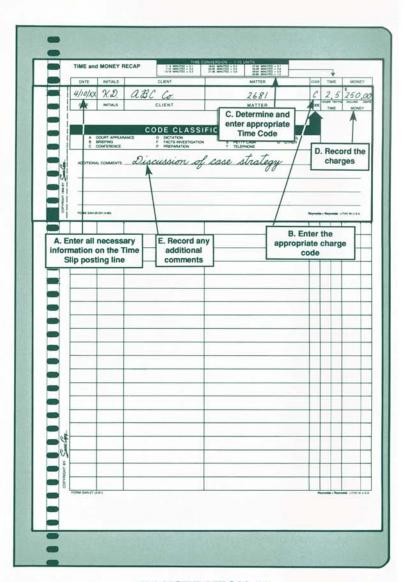


ILLUSTRATION #1

Using the Mount Sheet:

- At the top, write the Responsible Person (Attorney's Name), Legal Matter and Client's Name. (See A of illustration 2)
- Detach the completed time slip at the perforation and attach it to the appropriate Mount Sheet. (See B of illustration 2)

Note: All time slips on one Mount Sheet must be for the same client. This provides an easy reference of time charged and billed for each client.

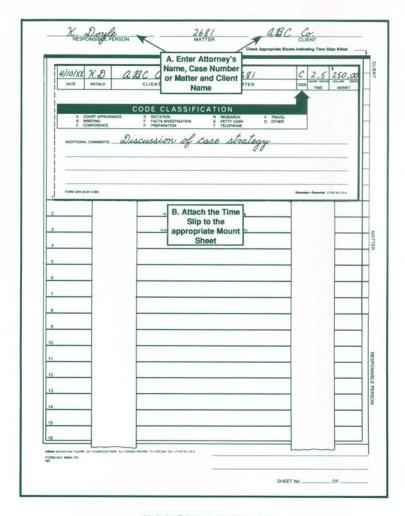


ILLUSTRATION #2