LEGAL TIMEKEEPING SYSTEM SAN-125-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

1. Place one Time and Money Recap Sheet on the pegboard by placing the highlighted peghole over the top peg.
2. Place one bank of shingled Time Slips over the Recap Sheet by placing the top peghole over the top peg of the pegboard.
3. Beginning at the left of the Time Slip, enter the Date, Attorney's Name, Client Name or Legal Matter and File Number. (See A of illustration 1)
4. Using the Time Conversion chart at the top of the Recap Sheet, determine the appropriate time code. Enter this figure in the last box of the Time Slip. (See B of illustration 1)
5. In the center of the Time Slip, check the box which designates the purpose of the chargeable time. (See C of illustration 1)
6. At the bottom of the Time Slip, write any additional comments. (See D of illustration 1)

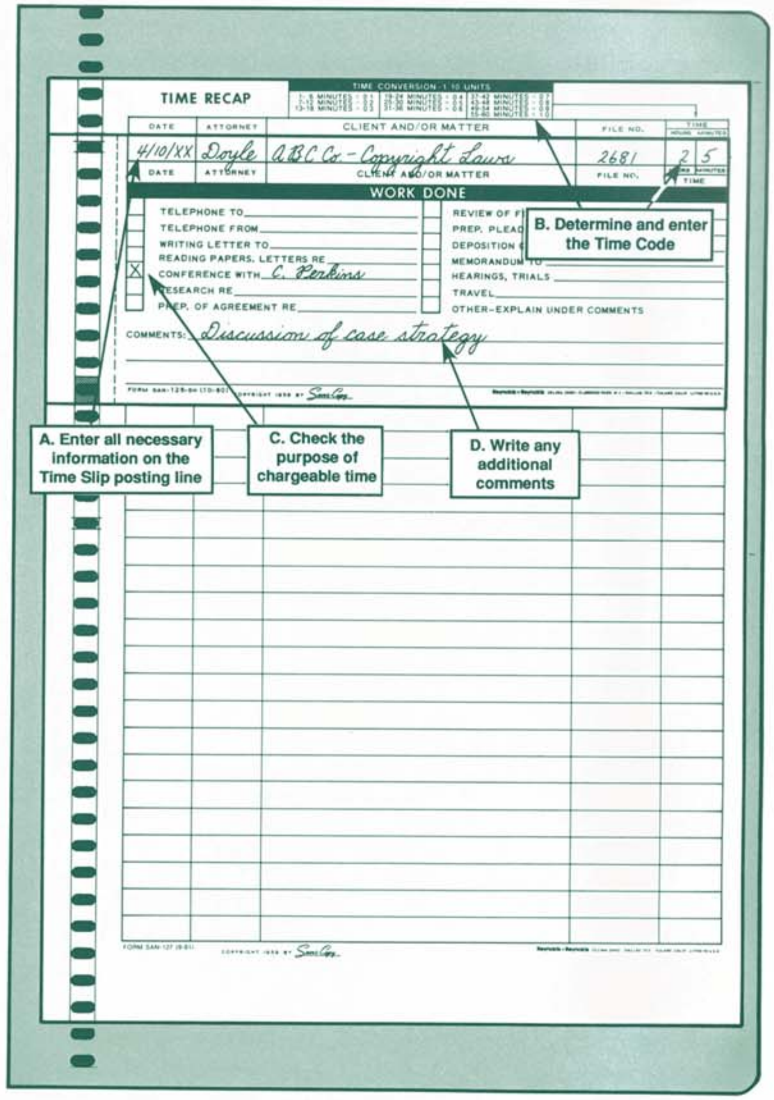

ILLUSTRATION #1

Using the Mount Sheet:

1. At the top, write the Responsible Person (Attorney's Name), Legal Matter and Client's Name. (See A of illustration 2)
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.

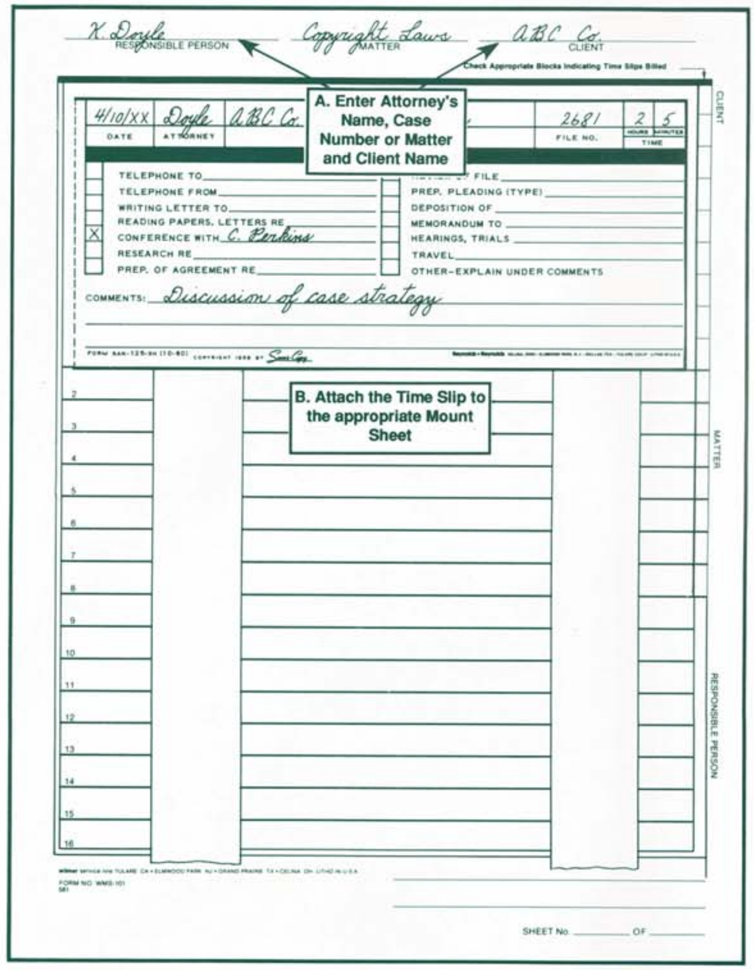

ILLUSTRATION #2