

Flat Fee Billing

Will It Work For Your Firm?

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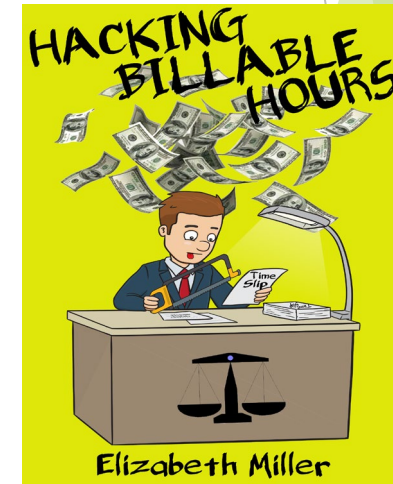
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What are the types of legal billing?

1. Hourly
2. Contingency
3. Flat Rate



TIME = \$



What is flat fee billing?

Flat fee billing is when a law firm charges a flat rate for a specific legal matter. The flat fee is a fixed billable amount and it remains the same regardless of the number of hours spent on the case or the outcome.

Why are flat fees used?



Flat fees are becoming increasingly popular and more attorneys are offering a flat rate to their clients. Flat fees are usually paid in advance.

What are some of the benefits of using flat fee billing?



Flat fee billing promotes efficiency

Whether you're a flat fee attorney or not, law firms need to be as efficient as possible to keep costs low and cash flow as high as possible. Being efficient also contributes to providing clients with a client-centered experience, since inefficiency means the clients are paying for more than they should for legal services.



Flat fee attorneys are rewarded for embracing technology

Lawyers are constantly investing in technology that makes them more productive. However, investing in technology that makes you more productive can harm your bottom line when you bill by the hour.

Flat fees reduce administrative work

Hourly billing necessitates staff to meticulously pore over work in progress reports and invest time in simultaneous time-tracking.

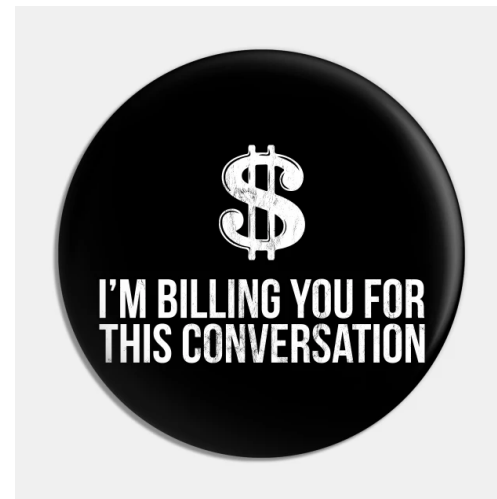
Even though the technology exists to make billing much easier than it was 10 years ago, you can create less work when you do flat fee billing. Flat fee attorneys can optimize their firms with simple, up-front payments from clients.

Flat fee attorneys have a competitive edge

From start to finish, every client would like a straight forward legal experience. While lawyers cannot control every twist and turn of a client's case, they can control the billing process. Flat fee attorneys have more freedom to lead clients through a straight-forward billing process.

Flat fees establish attorney-client trust

If clients know they are paying for every phone call, email, meeting or minute of an attorney's time, they are often more apprehensive about contacting the lawyer to share information.



How to Implement Flat Fee Billing - the right way!

I can already hear the reservations –

What if the matter becomes more complicated?

What if additional research is required to complete the job?

What if I work 100 hours on this case, and my fees was only for 30 hours. Now I've lost all that income!

If you're asking these questions – then today is your luck day because I will give you 5 ways to protect your downside with attorney flat fees.

Flat fee attorneys need to be clear on the scope

You can charge a flat fee for any legal work, as long as your scope is clear and realistic.

Do what is necessary - and no more!

The background features abstract, overlapping green geometric shapes, primarily triangles and polygons, in various shades of green, creating a modern, layered effect on the right side of the slide.

Track Your Work

**Flat fee attorneys need the ability to
see the forest**

Final thoughts on flat fee attorneys

Flat fees in law firms make the most sense for both attorneys and clients. They'll make you more money, untie you from your desk, and create happier clients.

Liz Miller - From Lawyer to Law Firm

Liz Miller has been a Law Practice Management Consultant since 2015 when she opened her business. Prior to that time, she worked as a law office administrator for 18 years, and was a paralegal before that. She obtained her Bachelor's from Eckerd college in Business Administration with a minor in finance, and then her MBA with a specialty in finance.

Liz believes that every law firm, regardless of size, needs someone to handle the administration of the firm. The administration of a law firm includes things like billing, collections, payroll, social media, conflict resolution, setting up systems and procedures and the like. Even a 1 attorney firm needs someone to handle these things, unless the attorney or some other timekeeper in the firm devotes what would otherwise be "billable hours" to handle these administrative functions.

Liz is the best-selling author of "From Lawyer to Law Firm - How to Manage a Successful Law Business", which was #4 on the best seller list (this is available through her website - www.fromlawyertolawfirm.com for \$49 rather than the \$149 the publisher sells it for elsewhere). This book is currently being used in law schools to teach law office management.

In February, 2022, she authored “Hacking Billable Hours” (available on Amazon) which was #3 on the best-seller list. She is a member of the Hillsborough County Bar Association, the American Bar Association, the Clearwater Bar Association and SHRM.

Liz helps attorney focus their time and energy on the practice of law and taking care of their clients’ needs and managing the attorney/client relationship, while she takes care of managing the business of practice law®.

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