

# Drafting - Templates and Styles Best Practices



## Description

The consulting service for Best Practices in Templates and Styles offered by Litera is an all-inclusive offering that delivers expert advice and/or development of templates and styles.



## Pain Point

A law firm reassessing its firm styles struggles to understand which styles should be represented, including any new styles based on how users are preparing documents.

- **Solution Provision 1** – A Litera Professional Services Consultant will provide guidance and suggestions on corporate style choices, taking into consideration not only the current usage of styles but also the appearance of the users' documents.
- **Solution Provision 2** – A Litera Professional Services Consultant will develop templates and styles for the law firm in accordance with their specified needs.



## Outcomes/Benefits

- Guidance and recommendations from Litera's Professional Services Consultant reduces the amount of time and resources that the law firm's personnel need to invest in self-education about templates and styles.

### Deliverables:

- **Solution Provision 1** – Guidance/recommendation on the creation of templates and styles, complete with recording of the session.
- **Solution Provision 2** – Firm specific template and styles.



## Firm Resources Required

- **Firm Sponsor** – Provide access to personnel required for discussions about templates and styles.
- **IT Team** – Provide access to current firm templates and styles.