

Running a successful legal practice is not easy, particularly with a small team – or no team at all.

If you are like many small or solo practices the amount of time spent on non-billable administrative tasks may be having a real impact on your bottom line. To make things worse, you may not be getting full credit for all the billable work you are doing. However, it doesn't have to be that way. Matter365 can simplify and support your work life, so you can focus on what matters.

All the features you need to get organized, bill more and focus on what really matters



Matter Management

Your documents, tasks, emails, notes, and time are all associated with the relevant Matter. Fill in a few details, and we automatically organize Office 365 to make it Matter-centric and available to all members of your team.



Time Tracking

The timer is available where you spend your time, within Matter365 and throughout Office 365 applications. With just a click, you can log your time to a Matter. When you are ready, quickly create an invoice for approval and delivery.



Document Management

Harnessing the native power and security of Office 365, Matter365 automatically creates Matter-based folders to store documents, emails, and attachments. Easily available for collaboration with your team.



Trust Accounting

Accounting systems can be powerful but not always easy to configure and use. Matter365 makes complex tasks like setting up and managing Trust accounts a quick and easy process.



Conflict Check

With one click, search through contacts, documents, emails, tasks, even calendar events, and have the results of your search appear in an organized list. Clear potential conflicts early and reliably.



Billing

Making it easy to bill for all the work you do with your activities and expenses organized by Matter. With the built-in invoicing template and deep integration with QuickBooks Online billing has never been easier.

Matter365 is a cloud-based service that is fully integrated with and supercharges the cloud capabilities of Microsoft Office 365 and QuickBooks Online. That means your Matters and documents are available whenever and wherever you are.

For more information on how we can help you manage your law practice contact us at info@matter365.com and visit us at www.matter365.com.