

Kinol Sharie Leyh & Associates Law Firm Benchmarking Study

We are contacting you in regards to the Kinol Sharie Leyh & Associates law firm benchmarking study that you indicated interest in participating. This document outlines the data that we are requesting for this study. To participate, please sign the document below where indicated, and return it to us.

KSL will hold all data provided for this study confidential, except for reporting back your results as compared to the study. We are undertaking this study to provide a cost-effective benchmarking result to the small and mid-size law firm market. The data will be housed locally at servers operated and stored at 3740 Mount Royal Boulevard, and any paper copies provided will be electronically saved and the paper copies shredded.

We are requesting the following standard reports:

- **Balance Sheet, 12-31-2014**
- **Income Statement, 12-31-2014**
- **Aged Accounts Receivable at the Firm Summary level, dated 12-31-2013 and 12-31-2014**
- **Aged Unbilled Fees at the Firm Summary level, dated 12-31-2013 and 12-31-2014**
- **Aged Unbilled Expenses at the Firm Summary level, dated 12-31-2013 and 12-31-2014**
- **Hours and Fees Worked by Personnel Type, year ending 12-31-2014**
- **Hours and Fees Billed by Personnel Type, year ending 12-31-2014**
- **Fees Received and Written off by Personnel Type, year ending 12-31-2014**

Examples of these reports can be found at <http://www.kslassociates.com/lawfirmbenchmark.html> for review purposes. We have also provided an Excel template to enter the data if you do not want to provide any reports. The link above has a prominent link for obtaining the download file. In addition, firms utilizing Juris can download the SQL queries that can be run in View Tables to instantly populate the various elements of the data file. Finally, we also have a link that allows you to securely send the file to us, along with your financial statements, so that you can avoid emailing any sensitive documents.

The annual fee to participate in the Benchmarking Study is **\$500**. We will send you an invoice upon receiving this signed consent.

Firm Name: _____

Survey Recipient Name: _____

Survey Recipient Email: _____

By signing below, you consent to including your firm's data in the benchmarking study and to be invoiced \$500 for inclusion.

Acknowledged By:

Please return to us via fax at 412-753-1035 or scan and email to mwasco@kslassociates.com.

Definitions and Guidelines

For the purposes of this study, the term **Personnel Type** shall mean:

- Partners: Equity and Non-Equity owners, regardless of title of Partner, Member, Shareholder, or other such title your firm uses to designate a partner.
- Of Counsel: An attorney who has a relationship with your law firm but who is not an employee nor treated as an associate or partner.
- Associate: Any attorney who is employed by the firm as a legal professional but who is not a partner.
- Paralegal: Any person working in the capacity of a paralegal including specialized paralegals such as medical paralegals.
- Other: Any other category of personnel that your firm may have, whether prior billing professionals or ancillary billing professionals (such as CPAs, Patent professionals or temporary attorneys)

Billing Terms

- The **Billed Value** is the value of the fees actually billed to clients *prior to making billing adjustments such as write ups, write downs or write offs*.
- The **Billed Amount** is the amount of fees sent to clients for payment.
- A **Write Off** refers to fees billed to clients that have been deemed uncollectible, and therefore removed from the firm's receivable lists.

Reporting Concepts

- The term **Firm Summary** refers to the bottom line of any aged receivable report.