



# DOES YOUR LAW FIRM NEED A VIRTUAL RECEPTIONIST?

► Call answering services are transforming how lawyers help clients and manage their practices. Here are four signs your legal team could benefit from hiring a virtual receptionist.



### YOU ARE MISSING CALLS AND VALUABLE LEADS

Missing out on leads means less money in your pocket. Dive into your call analytics to determine if your callers are going to voicemail, dropping off or waiting an excessive amount of time. Consider outsourcing legal receptionist services to capture every lead.



## YOU ARE EXPERIENCING A STAFF SHORTAGE

A virtual receptionist provides consistent coverage for law firms that struggle to attract and retain talent.<sup>1</sup> An answering service is a good solution for attorneys who want to ensure lead captures are not affected by staffing issues. In addition, a call answering service can be beneficial if your law firm experiences temporary surges in high-volume calls.



#### THERE ARE OFTEN DATA-ENTRY ERRORS IN APPOINTMENT BOOKINGS

When information is inaccurate or incomplete, you lose a client's trust and waste valuable time. If data entry is a pain point for your law firm, you should consider leaning on trained virtual receptionists. Our legal specialists are detail-oriented and provide consistent transcription and scheduling services.



## YOUR INTAKE PROCESS IS UNCLEAR AND DISORGANIZED

Disorganization can cost you valuable time and money. Our remote receptionists can organize and manage intake on your behalf and upload signed retainers to your existing database. If your team struggles to stay organized from the onset, it could be time to standardize the intake process.

#### A Top Legal Answering Service





OR OVERFLOW SUPPORT

APPOINTMENT SCHEDULING

LIVE TRANSFERS AND CALL ROUTING









SPANISH LANGUAGE SUPPORT

CRM/CMS INTEGRATION

REPORTING AND ANALYTICS

#### **CONTACT US**

# Reduce missed phone calls and capture leads.



www.alertcommunications.com

**800-211-4563**