**Business Plan for Solo Law Firm (delete)**

**Title Page (delete)**

 All tables and calculations use Excel Spreadsheet to complete calculations – double click.

**Logo**

**Firm Name**

**Attorney Name**

**Business Plan**

**Date**

**Executive Summary**

Write this the last – a paragraph summarizing your thoughts

*Mission*

*Vision*

Core values

**The Law Firm**

*Firm Structure*

*Practice Areas*

*Strategy for Success*

**Prospective Clients**

*Marketing strategy*

*Competitive analysis*

**Operations and Finance**

*Operations*

*Technology*

*Management*

*Billings and Collections*

*Financial data*

*Past Income and Expenses*

**Word Table – Enter figures and calculate (Use one of the other & delete the unused one)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Income** | **Expenses** | **Net Income** |
| **2 years before** |  |  |  |
| **1 year before** |  |  |  |
| **Last year** |  |  |  |
| **Current year** |  |  |  |

**Excel Spreadsheet – Double Click and enter figures (Use one of the other & delete the unused one)**



*Future Projections*

Receivables as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (a date) Court Appointed Fees \_\_\_\_\_\_\_\_\_\_\_\_\_\_

On-going Contracts \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other income \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Projected Billed Hours

**Word Table – Enter figures and calculate (Use one of the other & delete the unused one)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Hourly Billed Rate** | **Billable Hours** | **Yearly Projection** |
| **Attorney** |  |  |  |
| **Paralegal** |  |  |  |
| **Other**  |  |  |  |
| **Total** |  |  |  |

**Excel Spreadsheet – Double Click and enter figures (Use one of the other & delete the unused one)**



Assumption: \_\_\_\_ hours a week with \_\_\_\_\_ weeks’ vacation and \_\_\_\_\_% billable time

Note: Large law firms require \_\_\_\_\_\_\_ hours of billable hours in the area

*Initial Investment*

**Word – Enter figures and calculate (Use one of the other & delete the unused one)**

Lease deposit $

Technology

 Paralegal Computer $

 Front desk $

 Phone System $

 Copier/printer $

**$**

Furniture

Signage $

Paralegal office $

Conference room $

Waiting room $

Art work $

Décor $

**$**

Advertising

Website $

Social Media $

Other $

 **$**

Supplies with Logo

Business Cards $

Binders $

Letterhead $

Envelopes $

 **$**

 Marketing

Cups $

Pens $

Brochures $

Other $

 **$**

**Total $**

**Excel Spreadsheet – Double Click and enter figures (Use one of the other & delete the unused one)**



*Monthly Expenses*

**Word – Enter figures and calculate (Use one of the other & delete the unused one)**

Rent $

Office Expenses

Paper/ Pens $

Water/Coffee $

Phone $

Cell Phone/ Data $

Practice Software $

Document Storage $

PDF $

Doc Sign $

Document Program $

Email & Calendar $

Fax $

Accounting $

Printing $

Form Builder $

 **$**

Advertising

Network Organizations $

Website $

Social media $

Phone Book $

Other $

 **$**

 Staffing

 Paralegal $

 Receptionist $

 Bookkeeper $

 **$**

Continuing Education $

Memberships $

Gas $

Miscellaneous $

 **$**

**Expenses before Attorney $**

Attorney Proposed Income **$**  (Variable, can be lower)

**Excel Spreadsheet – Double Click and enter figures (Use one of the other & delete the unused one)**



**Conclusion**

Write this the second to the last.

If you need any other documentation and evidence of claims, please feel free to contact me.

This is confidential information.