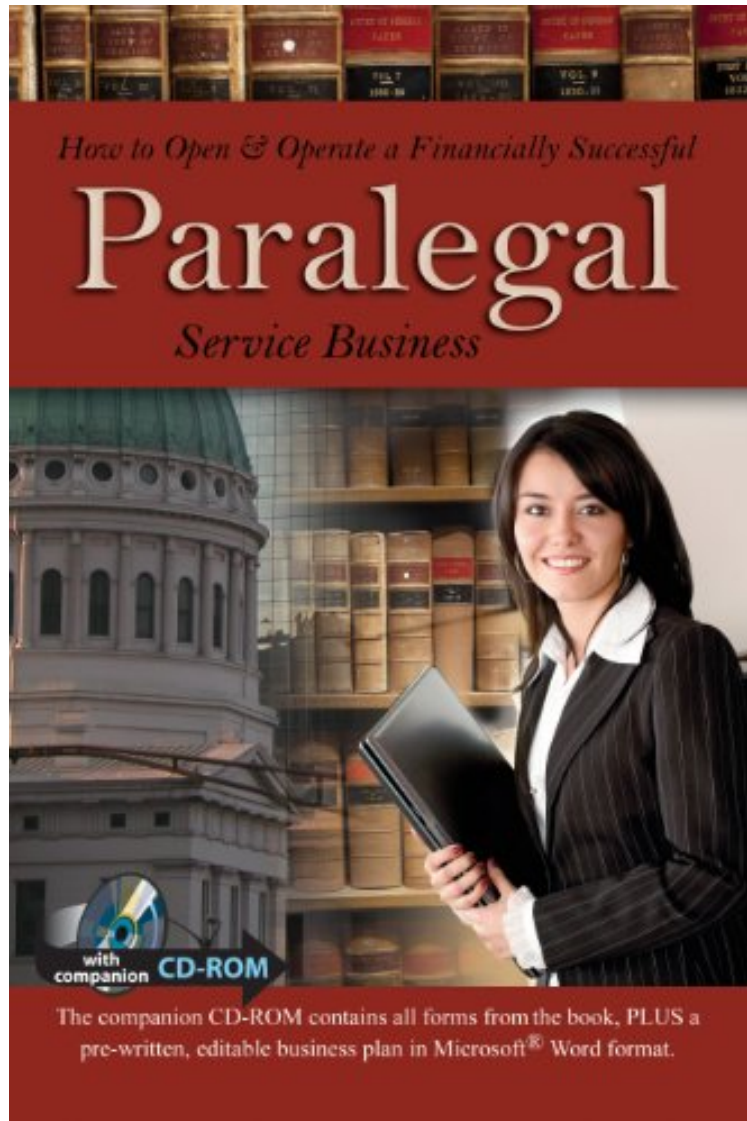


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How to Open and Operate a Financially Successful Paralegal Service Business: With Companion CD-ROM

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While many industries are failing in what has become one of the worst recessions in decades, there are still several professions that are expected to prosper, even in uncertain economic times. According to a recent study from the Bureau of Labor Statistics, the paralegal profession is expected to grow 28 percent between now and 2018, surpassing the growth rate for several other professions, including education positions and jobs with the federal government. If you have ever dreamed of joining this distinguished group of individuals who help lawyers deliver legal services while also owning your own business, now is the time to make your dreams a reality. So, what do you need to know to take advantage of this remarkable growth opportunity? *How to Open and Operate a Financially Successful Paralegal Service Business* offers you all the insider tips and tricks you need to get your paralegal business started and to ensure its success. From information on finding your first client, staying on budget, and turning your first profit to hiring and training employees, this book offers you everything you need to know and more about making your business succeed. You will learn about the training and certification necessary to give you an advantage over the competition, how to set up computer systems to save time and money, how to meet IRS requirements, how to generate high profile public relations and publicity, and how to implement low cost internal marketing ideas. You will learn how to build your business by using low and no cost ways to satisfy customers, as well as ways to increase sales and have customers refer others to you. Additionally, the companion CD-ROM will provide you with integral start-up forms, checklists, sample business plans, and other documents you will need to keep your business running smoothly from the beginning. Whether you want to start your business on a part-time or freelance basis, becoming paralegal can give you countless work opportunities, including the ability to work for corporate legal departments, real estate companies, insurance corporations, and banks. We have spent hundreds of hours interviewing legal professionals and industry veterans to bring you all the information you need to know before starting this business venture. *How to Open and Operate a Financially Successful Paralegal Service Business* offers you guidance from people who know this business inside and out and can offer advice that you won't learn from any online course or classroom. This book will give you priceless insider knowledge, case studies from successful legal professionals, and practical, easy-to-follow advice that can help your business grow and prosper.