

Virtual Insourcing

A New Business Paradigm

- What is Virtual Insourcing?

Insourcing is the opposite of outsourcing. Insourcing is transferring job duties to within the U.S.A by hiring local independent contractors. Insourcing is widely used in an areas where technical expertise is needed. Insourcing enables reduction of labor and overhead costs.
- How does Virtual Insourcing™ work?
 - As our name indicates, most of our work is done virtually
 - Assignments dictated via written or verbal direction from the attorney in charge
 - IT security allows incoming and outgoing assignments to be exchanged electronically
 - Enables work to be performed 24/7/365 which helps mitigate the increased demands of the legal practice
 - Face-to-face consultation and strategy sessions, especially in complex matters or with large volumes of data
 - In-person support for client / witness interviews, depositions and trial support
 - Maintaining open and honest communication with the attorney in charge allows real time course direction correction to ensure responsiveness to the ever-changing nature each case takes
- Non-traditional employment setting
 - No overhead costs associated with traditional employment (training, benefits, leaves of absence, facility costs, etcetera)
 - Avoid complications of typical employer / employee relationship
 - Clients regarded higher than employers
 - Responsible for our own payroll, taxes, insurance, benefits, etcetera
- Independent Contract Agreement (ICA) is signed between VIP and the law firm
 - Contains non-disclosure agreement
- Every new project goes through an intake process whereby the Statement of Work is clearly and specifically identified
- Established protocols generate a superior work product
- Projects are completed by the highest qualified Independent Contract Paralegals (ICPs), including both Managing Members
- Projects goes through a robust quality assurance review before submittal in final form to the client
 - Satisfaction guaranteed
 - Fully licensed and insured, including a comprehensive E&O policy that covers each project up to \$1M
 - Numerous local references who are more than happy to vouch for our competency
- Feedback is solicited for future process improvements
- Throughout this whole process, as always, we are just a phone call or email away
- Results guaranteed, no excuses, no apologies