



Overhead expenses are on the rise.

Is your firm  
overpaying?

Most firms are.

The transformation to hybrid has ushered in myriad opportunities to right size your expenses. Now is the time to recalibrate.

Right sizing is more strategic than just cost-cutting, though typically most firms do save significant dollars. Right-sizing means strategically realigning your firm's support services to new business objectives.

Here are top areas that are ripe for cost right-sizing:

- ✔ **Administrative Services** – Does your firm have too many people, doing the wrong tasks at the wrong cost?
- ✔ **Outsourcing contracts** – Are you getting the best value and performance from your outsourcing service provider? Have you revised your contract post-COVID?
- ✔ **Output** – Is it time to replace your MFDs and printer fleet or reduce and extend current units?
- ✔ **Offsite Records Storage** – There has never been a better time to examine your offsite situation to ensure your contract(s) allows for cost-effective destruction and a way out in the next 10 years.
- ✔ **Legal Research** – With reduced client recoveries, are your legal research contracts priced competitively?

As the leader in law firm operations, Mattern can show you how to right-size your expenses in the most intelligent way possible with the right contractual terms that protect your firm.

## How much can your firm save?

We invite the attendees of The 22nd Annual Law Firm COO & CFO Forum for a free 1-hour consultation to find out. Email [info@matternassoc.com](mailto:info@matternassoc.com) with the subject "COO CFO 1-Hour Consultation Offer" or [click here](#) to request a consultation.

Request a  
1-hour  
consultation  
here



# Mattern – the leader in law firm operations consulting for 25 years

Mattern optimizes firms' operations to be more cost-effective and efficient. Law firm operations are changing and Mattern has been on the front lines actively helping firms meet these challenges. Our proprietary process helps firms assess and compare the operational and financial effectiveness of in-house and outsourced office and administrative services, and records and information governance services. We guide firms through the challenges of understanding how to optimize hybrid, traditional, or fully remote operations, implement digital transformation strategies and create new normal cost recovery strategies.

We stand apart from the crowd as the only truly unbiased law firm operations consultancy, delivering comprehensive evaluations of process, technology, staff, contracts and recoveries that law firm leaders trust.

## Our proprietary process

**Phase 1**  
Unbiased Evaluation

**Phase 2**  
RFP & Contract Negotiations  
or In-house Improvement

**Phase 3**  
Contract Compliance,  
Monitoring and  
Maintenance



### Administrative Services

- Legal and non-legal administrative resources
- Document processing
- Reception
- Cost Recovery Outsource



### Office Services

- Reprographics/Imaging
- Mail processing
- Courier/messenger
- Hospitality
- Supplies management
- Multifunction devices/printers
- Managed print services
- Litigations support/eDiscovery



### Records and IG

- Offsite records storage
- Records management
- IG Policy and Implementation
- Digital Transformation Strategies



### Legal Research

- Contract analysis
- Cost recovery

With over 500 engagements, Mattern clients have consistently said that our expertise significantly improved operations.

