

## BECAUSE STANDARDS MATTER

Store and use the best clauses. Faster.

Lawyers store their clauses in a multitude of places—email, local folders, old agreements. Clause Companion™ is a clause library that allows for easy storage, retrieval, and distribution of content, from within Microsoft Word and the documents they're working on.

### CLAUSE MANAGEMENT

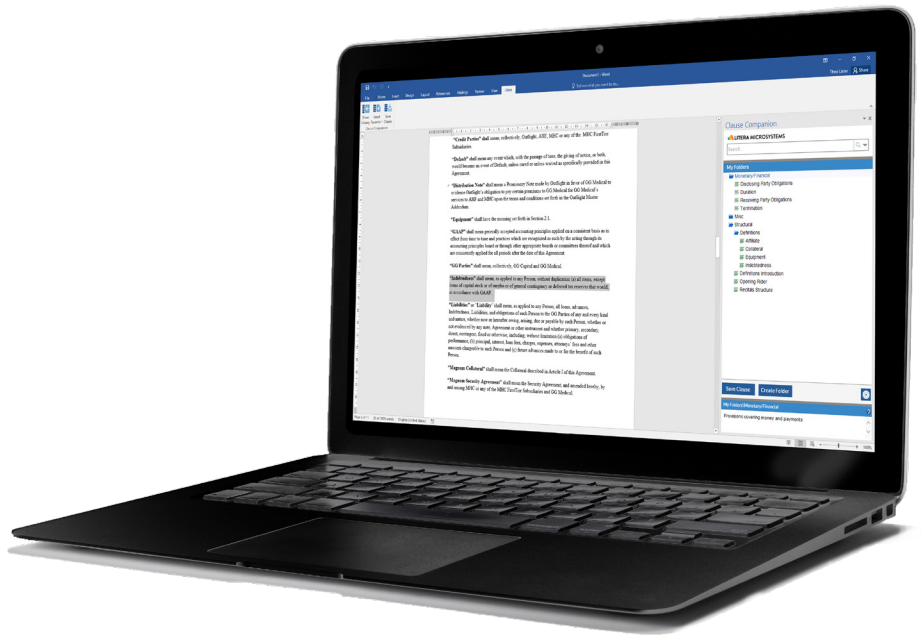
Easily store, retrieve, and insert correctly formatted clauses. Ensure the best content is available to be easily used again in future.

### FIRM STANDARDS

Provide access to the firm's clause library, to encourage use of approved content. Without the need to switch to another system.

### SHARED CONTENT

Share selected clauses between users or across departments. Facilitate better internal collaboration from within Microsoft Word.



“It's not the only one, but one benefit of Litera Microsystems solutions is that you effectively have a single ecosystem for anything you might need to do in the document's lifecycle.”

**Anthony Vigneron**  
Applications Director  
Clifford Chance

**For Lawyers: Speed & Convenience** – Enable lawyers to access their preferred content faster, saving time and ensuring the best possible document.

**For Knowledge Managers: Consistency** – Provide contextual access to Knowledge Management approved content to help encourage lawyers to use it more consistently.

**For IT: Technology-assisted Lawyers** – Deliver value to the firm by investing in solutions that improve efficiency and complement the drafting workflow, driving adoption and client service.

#### CLIENT SERVICE

- Improve turnaround time by empowering your lawyers with solutions that fit within their workflow
- Enable lawyers to spend more time on higher value work, and less time trying to locate prior content

#### DOCUMENT QUALITY

- Safeguard the reputation of the firm by encouraging use of approved firm content
- Produce better quality documents by consistently using the best content across the firm

#### REALIZATION RATES

- Technology-assisted lawyers are able to deliver greater value to clients
- Reduce unbillable hours spent on inefficient activity

#### Facts

- Lawyers spend up to 60% of their time drafting documents
- Litera Microsystems products are used by 90% of the world's large law firms
- 98% of customers who have chosen Litera Microsystems continue to use our products today

#### System Requirements

- Windows 7 and later
- Office 2010 and later (32-bit)

We will work with your IT team to roll out Clause Companion across your firm.

Clause Companion is a trademark of Litera Corp.

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