

BILLABLE TIMES

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THE VPS ADVANTAGE

By Denise Annunciata

In this economy it pays to be proactive. So VPS has just invested in its ability to be proactive. VPS is a proven value when it comes to outsourcing paralegal services. Now VPS announces new tools to assist you to become more proactive with your clients—and for us to become more proactive with ours!

VPS VIRTUAL WORKSPACE

VPS introduces its new virtual workspace! Using the VPS Workspace, our clients will access:

Their workspace containing their VPS files 24/7;

The ability to store PDF closing binders and minute books for our clients and their clients to share;

Increased security for your documents that will comply

VPS ANNOUNCES NEW PRACTICE TOOLS!

VPS Virtual Workspace allows our clients password-protected to access their VPS files 24/7, including PDF minute books and closing binders. Your clients can have access too!

VPS's Annual Report Database provides VPS clients with monthly reports on which clients have annual reports due in the next month.

VPS' Securities Database provides VPS clients with a database to store all issuer

with the new Massachusetts privacy law effective January 1, 2010.

List of outstanding matters with current status.

ANNUAL REPORT DATABASE

The VPS Annual Report

Database ("ARD") houses all the information for every entity that has been formed or maintained by VPS. Features of the ARD:

Upon your request, we can run a monthly reminders for all companies whose annual reports are due in the coming month. This allows you to let advise your clients accordingly. VPS can file the report if requested, or this can be just the tool for you to keep in touch—and in control of—your clients.

SECURITIES DATABASE

The VPS Securities Database ("SD") houses all the information for every entity that has been formed or maintained by VPS. Features of the Securities Database are:

Easy access to EDGAR filing codes and other critical issuer information.

Tickler reminds us of when amendments to Form D needs to be filed.

For more information regarding how VPS may turbo charge your practice, or to learn more about the new VPS practice tools, please contact your VPS contact person or Denise Annunciata at 888-600-4992 or email at:

Virtual Paralegal Services, Inc.
60 Eaton Road
Framingham, MA 01701

VPS SPOTLIGHT

LITIGATION

Virtual Paralegal Services welcomes Leann Baker. Leann is a senior litigation paralegal with over 11 years of experience working in law firms and in-house counsel.

Leann's experience includes family law, insurance defense, environmental litigation, personal injury, white collar crime, tax fraud, bankruptcy, asbestos cases, IP and complex litigation.

Leann was most recently a senior paralegal at Walker Digital, LLC, Stamford, Connecticut.

SECURITIES

Kathy Rasler has been a paralegal with VPS since 2007. Kathy brings 17 years of blue sky/securities experience working in mid-size and large law firms, including 4 years at Proskauer Rose.

Kathy has extensive experience in blue sky/private equity (including drafting private placement memorandums) obtaining CIK's online and filing online Form Ds.

VPS SECTIONS

◆ General Corporate and Transactional Assistance:

Denise Annunciata
denise@virtualparalegalservices.com

Joanne Wolforth
joanne@virtualparalegalservices.com

◆ **Securities Assistance**
kathy@virtualparalegalservices.com

◆ **Intellectual Property**
holly@virtualparalegalservices.com

◆ **Litigation**
leann@virtualparalegalservices.com

ABOUT VIRTUAL PARALEGAL SERVICES

Virtual Paralegal Services provides **outsourced paralegal assistance** to legal departments for paralegal projects that do not justify hiring additional staff (i.e., reviewing contract or lease files, organizing e-files, organizing company records books, managing subsidiary reorganizations, assisting in due diligence, post-merger clean-up, IP clean up, etc.).

VPS provides on-demand assistance as required—whether for quick research, general corporate assistance or the handling of a particular project.

VPS establishes relationships with each client. Since VPS paralegals are senior paralegals with substantial corporate or intellectual property experience, VPS quickly becomes an extension to your team. You can be confident that every project will be handled professionally, expeditiously and cost-effectively.

For more information, contact Denise Annunciata at 888-600-4992 or email at:
denise@virtualparalegalservices.com

Leveraging **on-demand paralegal assistance** is a sound strategy resulting in:

- Increased productivity
- Maximized resources
- Low overhead
- Increased bandwidth
- More reasonable client bills
- Improved profits

Turbo Charge Your Practice!

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VIRTUAL PARALEGAL SERVICES

Virtual Paralegal Services™ (“VPS”) provides outstanding **on-demand paralegal services** exclusively to lawyers. Whether you need quick research, help on a specific project or on-going assistance, VPS strengthens your legal team as an **experienced, affordable and fast-responding team member**.

Outsourcing paralegal services by using VPS allows you to **control costs and increase revenues** while securing the **competitive advantage** of outstanding paralegal assistance. For more information contact Denise Annunciata at denise@virtualparalegalservices.com or 508-405-1943.

VPS paralegals specialize in:

- General Corporate
- Securities/Blue Sky
- Transactional Assistance
- Real Estate
- Litigation
- Due Diligence/Factual Research
- Intellectual Property

LET'S DISCUSS HOW VIRTUAL PARALEGAL SERVICES CAN TURBO CHARGE YOUR PRACTICE.

Contact:

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Denise has 21+ years experience as a paralegal and a paralegal manager at a national law firm. Her practical paralegal experience has been as corporate paralegal in various law firm and in-house positions where she served as a sole paralegal, a member of a paralegal team and a paralegal manager. In addition to providing paralegal services to VPS clients, Denise is also the founder of LeapLaw™ (www.leaplaw.com). LeapLaw serves as the primary knowledge base and forms database for VPS and assists Denise and other VPS paralegals in offering efficient and cost-effective services.



