

oneauthor

CUSTOMISABLE DOCUMENT TEMPLATES FOR
NEW ZEALAND LAW FIRMS



OneAuthor is our automated document template module, designed to save you time and help achieve consistency in your documentation and branding. Automatic calculations reduce risk of errors, and relevant information is brought through from your client and matter database to save time.

OneAuthor templates simplify the creation of beautiful, accurate documents. Formatted, customised templates are just a click away, with programming plugged directly into Microsoft Word. We work with you to create document solutions that work for you and your firm.

OneAuthor templates utilise modern technology to populate documents with relevant client and matter information. Dialog boxes ensure information is uniform, calculations are correct, formatting is neat and your branding is consistent.

All math in settlement statements, trust statements and the like is automatically calculated, eliminating the chance of errors. The dialog boxes ensure the information is uniform in the documents, formatted correctly and uses your branding.

Key functionality:

- + Customisable Microsoft Word templates
- + Fully integrated with the OneLaw suite
- + Standardised branding
- + Create, modify and manage unlimited document templates
- + Automatic calculations ensure accuracy
- + Time savings



“If you have all of the info you need in front of you, a settlement statement can take just 30 seconds to a minute to create with OneAuthor, where it would easily be 15-20 minutes previously. It’s the rates calculations part where you really save time – even body corporate levies are all done automatically with the inbuilt calculator. It’s super quick and I can trust the numbers are right.”

– **Greer Herbison, Assistant Practice Manager,
Pier Law, Christchurch**

“When you’re getting established it’s very important everything looks uniform and professional. Branding is very important.”

– **Glenda Stewart, Practice Manager, Avid.legal,
Wellington**

Once the templates are working as you like, we provide “clean copies” for you to use when creating additional templates or precedents. These templates include your firm styles, formatting and customised dialog boxes, so users can easily create sophisticated templates.

When you sign up for OneLaw, we ensure you are well supported to get your templates looking exactly as you’d like them. Our help desk is available from 8.30am-5pm on workdays to assist with this.

In addition to templates, we provide macros for adding electronic letterhead and signatures, formatting (including font, spacing, styles, numbering formats etc), for printing, working with precedents and the like.

We can create any template you need – from a basic letter or invoice, to a complex settlement statement or deed. We consult with you to customise a package of documents that are perfect for your firm.

The intellectual property used in the templates is yours. We can suggest content but it is up to your firm to decide on the legal content of the templates. We’ll ensure that the formatting is correct and the documents are easy to use.

SOFTWARE DEMO

You can see a full demonstration of our software, including OneAuthor, [here](#).

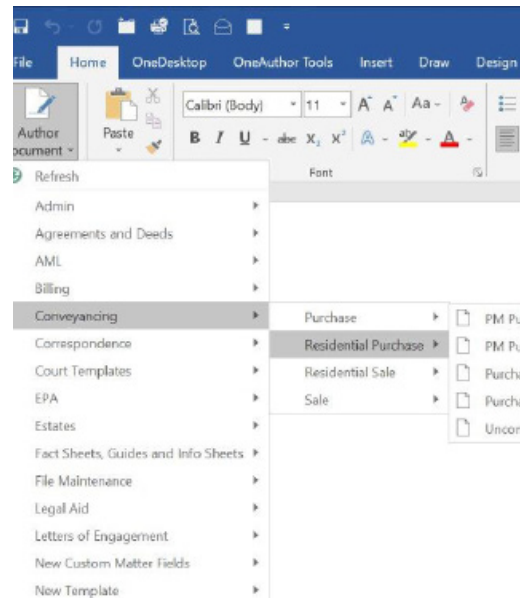
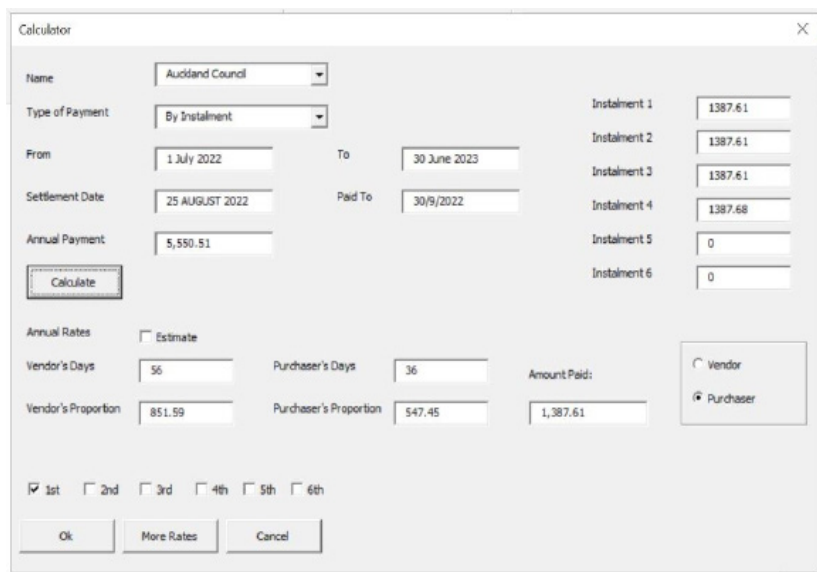
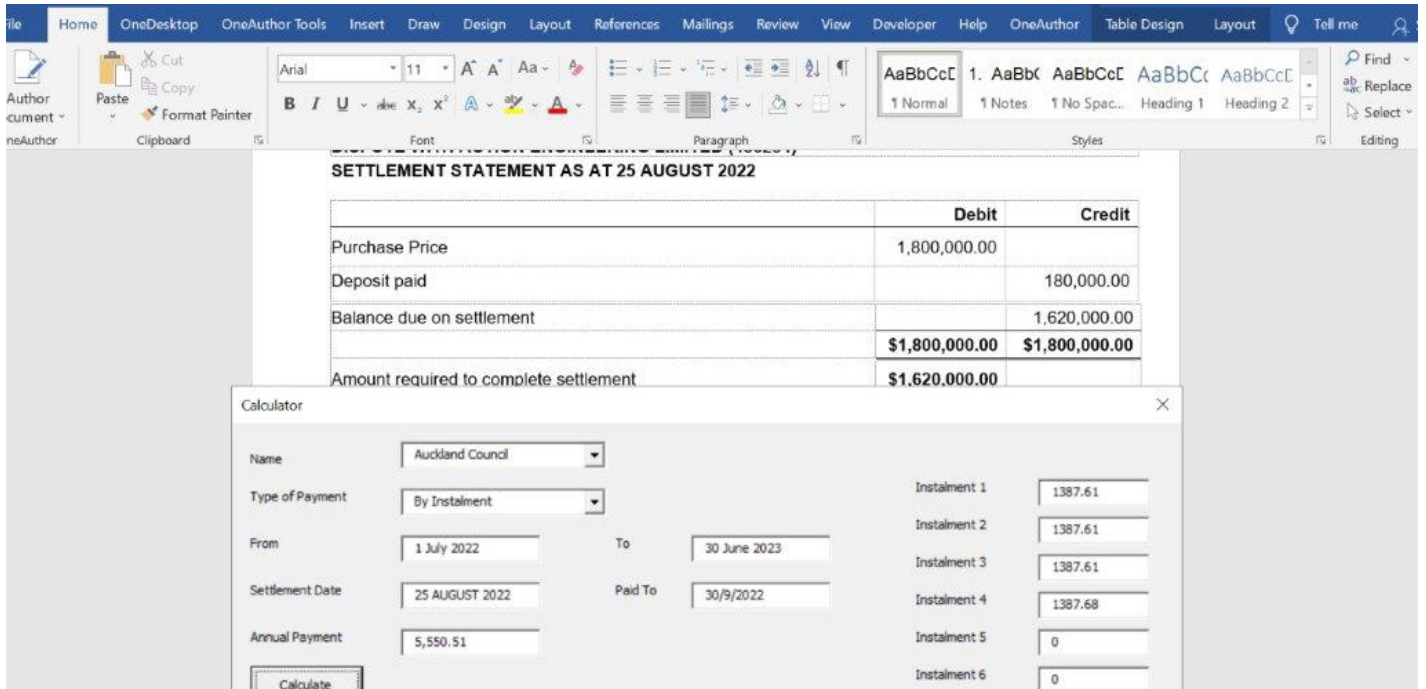


IMAGE TOP

Settlement statement, showing automatically populated data fields and auto-updating calculations.

IMAGE BOTTOM RIGHT

OneAuthor sample menu, showing template options for authors. This is completely customisable, depending on the templates your firm needs

IMAGE BOTTOM LEFT

Rates calculator, which dramatically reduces time and potential for error in creating settlement statements.