

100% Billable!



A NOTE FROM JULES

I want to take this opportunity to encourage everyone to take a moment out of your busy lives to look around and see the many great and wonderful things that make up your life. I think it is often human nature to focus on all the negative things that go on in our lives, instead of recognizing the positive things.

This week the big stories in the news have been devastation. China had an earthquake that killed thousands. Many areas of the United States have been devastated by tornadoes, killing and injuring many, and destroying their homes and belongings.

I sincerely hope that your friends and family are safe. I encourage you to put aside petty problems and appreciate your blessings...enjoy a sunrise, take a walk, and let your loved ones know just how important they are to you!

P.S. I now provide support for bankruptcy cases.

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TPS Real Brief

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Outsource & Save with 100% Billable Support

Grow Your Business with a Virtual Assistant

If you are a believer in the notion that, "If you want something done right, you need to do it yourself," you are probably working too hard and making too little.

Small business owners are often their own worst enemies. One of the primary reasons many small businesses fail is poor management. Few people have the knowledge to successfully manage all aspects of running a business. The best entrepreneurs understand their strengths and surround themselves with a support team to handle everything else.

The most cost effective solution can come in the form of a Virtual



Assistant. Not only will a VA free you up to focus on revenue generating activity, but unlike an employee who is guaranteed a certain number of hours, a VA only works when needed and charges accordingly.

On average, small business owners spend as much as 4 hours a day on administrative tasks. That's 50% of an average work week. If this sounds familiar, consider how much you could grow your business if you outsourced those duties and redirected your time to generating income.

The first step is to track your time on administrative tasks and determine what areas require support. Can everything be outsourced to a single VA or do you need several VA's with special skill sets?

Next, determine your budget for outsourcing. Keep in mind that

your revenue will be increasing once you have more time to focus on business development. Depending on what part of the country you're in, a VA may charge anywhere from \$20-\$80 per hour.

Make sure to get referrals and check references. Outsourcing requires a high level of trust and you need to be sure that your VA is qualified and reliable.

Bottom line, if you've been trying to fill every role to the best of your ability and hoping there will be enough time left over to seek new clients and service existing clients, you're overdue for a change.

As the saying goes, "Do what you do best and delegate the rest."

Call Thompson Paralegal Services at 888-4-GR8-LGL for Professional Virtual Support

Plan the Perfect Picnic

Having the perfect picnic is all in the planning. When you plan carefully, you can just relax and have fun.

Make a menu ahead of time. Check off each item as you pack it. There's nothing worse than arriving with everything except that one important item.

Make sure to pack the following:

- Large picnic basket
- Coolers and ice
- Blanket/tablecloth for eating on the ground
- Disposable cups, plates, bowls

- Disposable eating/serving utensils
- Bottle opener, corkscrew and/or can opener
- Paper towels, moist towelettes
- Plastic bags for leftovers
- Trash bags
- Small cutting board and knife
- Condiments: salt, pepper, sugar, cream, mustard, ketchup, etc.
- Jug of cold water

Packing and serving tips:

- Pack foods to be eaten last at the bottom and the first ones on top.
- Use vacuum-packed containers to avoid leaks. Seal in Ziploc bags.

- Pack soft foods (deviled eggs, tomatoes, fruit) in hard plastic containers.
- If you're serving hot liquids, preheat the thermos in boiling water.
- Divide or cut portions at home.
- Pack garnishes in Ziploc plastic bags and keep them in the cooler.



Have fun and don't forget the sunscreen and insect repellent!

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*TPS will be closed June 16–20.
Jules may be reached via email or
cell phone at 402.841.0280.*

New Service Added: Bankruptcy

Julie Thompson is now CM/ECF Certified in the State of Nebraska. Contact TPS for professional paralegal and administrative support on bankruptcies.

Real Brief Bits

LEGAL BRIEFS

TPS now provides convenient real estate closing support, including notary service.

FEES:

In Norfolk, NE:	Request a Quote
10-25 miles from Norfolk, NE:	\$200
26-50 miles from Norfolk, NE:	\$250
51-75 miles from Norfolk, NE:	\$300
76-100 miles from Norfolk, NE:	\$350

Fees increase at \$50 increments per mileage break. Fee includes copies, document delivery (postage, shipping, or messenger) to a single location, and one round-trip to location of closing for notary services. Additional trips to closing location required by client will be billed at \$25 per hour plus mileage at the current IRS Standard Mileage Rate of .505 cents per mile.

**Contact TPS today for comprehensive professional
paralegal and administrative support:**

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QUOTE OF THE MONTH

“Laws: We know what they are, and what they are worth! They are spider webs for the rich and mighty, steel chains for the poor and weak, fishing nets in the hands of the government.”

~ *Pierre Joseph Proudhon*

REAL BRIEF TRIVIA

With fishing season in full swing, here's some unusual fishing laws.

In Ohio, it is against state law to get a fish drunk.

In Tennessee, It is illegal to use a lasso to catch a fish.

In Chicago, Illinois, it is illegal to fish in pajamas.

In Kansas, no one may catch a fish with his/her bare hands.

