



➔ CASE STUDY: Thomas Eggar LLP

➔ Speedy fax communications are essential for Thomas Eggar

Thomas Eggar LLP is a law firm operating from six office locations in the South of England. The firm provides legal and financial planning services to both Commercial and Private Client services. They work closely with Thesis Asset Management plc, an independent financial services company with legal expertise, to deliver the legal/financial planning solutions.

Cutting fax costs

Fax is still a trusted method of communication in the legal profession. It is secure and provides a clearly identified audit trail.

Thomas Eggar use fax as a two way communication method with clients and suppliers and between offices. It is an excellent method of communication, but managing high volumes of paper faxes is inefficient and costly – people time, line rental, machine rental and maintenance, electricity, paper and toner. Neil Renfrew, Head of IT at Thomas Eggar explains,

“We wanted to cut the cost of running the fax machines and improve efficiency. This would be a particular benefit at the end of our financial year when our Newbury billing team is inundated with faxes in a very short space of time as fee earners rush to get information over to them for invoicing. They had so much

paper to deal with, it was easy to misplace sheets of paper or pick up the wrong fax sheet.” He goes on to say, “As part of a planned and sustainable investment programme to improve Unified Communications throughout the firm, we decided to cast aside the stand-alone fax machines and replace them with electronic fax capability in all offices.”

Electronic faxing speeds up the faxing process, frees up staff time, provides a full audit trail for compliance and also helps the firm reduce its carbon footprint

Neil was familiar with OpenText RightFax, “It is well respected within legal and I knew from speaking with colleagues in other practices that RightFax would complement and integrate with new telephony

technologies.” Integration with Outlook was another key factor in choosing a RightFax solution. “Outlook is our primary messaging centre. Our users can now send and receive faxes via the desktop from any location.”

All fax machines were removed

The time taken to send a legal fax has been reduced to less than a minute.

“Although fax is regarded as an ‘old’ technology it is still a crucial communication medium within law firms” said Neil. “The up to date management of inbound and outbound fax traffic benefits all our legal practice groups, as well as our business support teams, which has enabled us to improve working practices.” He concludes, “The ProcessFlows people are a pleasure to deal with and our experience of them and the RightFax system has been very positive”.

➔ For more information, please email sales@processflows.co.uk or contact **ProcessFlows**, Gateway House, Tollgate, Chandlers Ford, Southampton, SO53 3TG
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