

**By now you have hopefully had time to implement a revised fee agreement that increases your collection rate and speeds up your cash cycle (gets you your money faster). And if you are using the cash flow forecast spreadsheet, you should be seeing the results. I have not received many questions about how to use the spreadsheet, so my explanation must have been pretty thorough.**

**The last thing you requested was the training video for Trust or IOLTA accounts. As you know, this is one of the main causes of disciplinary actions by the Bar so it is always good to brush up on your Trust Accounting skills. If you do not have a Trust account set up, make sure you open one at a bank that is approved by the Texas Access to Justice Foundation. You can check eligible institutions here:** [**http://www.teajf.org/financial\_institutions/docs/eligible\_banks\_list\_master.pdf**](http://www.teajf.org/financial_institutions/docs/eligible_banks_list_master.pdf)

**To watch our tutorial, click on this link:** [**http://www.howtomanageasmalllawfirm.com/iolta/**](http://www.howtomanageasmalllawfirm.com/iolta/)

**Again, it was great to meet you and if you have any questions or would like to book time with me, simply** [**click here**](https://www.timetrade.com/book/H8DNR+) **and schedule a free initial consultation.**

**Thank you,**

**Brooke**

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