

THE CONVEYANCING TOOLKIT SYSTEM



Workflows, progress sheets, case plans and precedents.

Anne Neary Consultants have designed a conveyancing system which standardises the routine work of a conveyance, and permits effective delegation of at least 80% of that work to support staff, thus freeing up the time of professional staff to concentrate on higher value work.

The Conveyancing System deconstructs all the elements contained in a standard conveyance, describes each step in an easy to follow work flow, and has a precedent document drafted for every step. It contains a title examination form, closing procedures, numerous draft conditions for a contract for sale, precedent replies to requisitions, precedent letters, forms and templates.

THE SYSTEM

- Is client centered and client focused
- Demonstrates value
- Maximises the use of support staff
- Protects the time of professional staff
- Is an essential training tool
- Maximises fees
- Lists additional charges
- Creates a strong brand
- Maximises marketing opportunities
- Minimises risk
- Helps to manage difficult clients
- Ensures compliance with regulatory requirements
- Can be integrated with any computerized case management software.

Contact Anne@anneneary.ie or phone 01-4911866 for further details.

Anne Neary Consultants, 173 Rathgar Road, Dublin 6

P: 01- 491 1866 **F:** 01- 497 6679 **E:** anne@anneneary.ie **W:** www.anneneary.ie