



Tabs3 and PracticeMaster have won numerous awards from the legal community, but our most important recognition comes from our own customers.

“ Our firm has been using Tabs3 for 30 years. Since Tabs3 is so complete and easy-to-use, we have never felt the need to switch. It continues to set the standard in legal billing software, and because of this, Tabs3 continues to work well for us today.

**Con Keating (Keating, O’Gara, Nedved & Peter, P.C.)**

“ It is much easier to get our bills out on time now that we use Tabs3 and PracticeMaster. The straightforward data entry screens make it easy for everyone to enter their time, and we can make the statements look just the way that we want.

**Michael Farnsworth (Weil & Drage)**

“ Anyone can sell software, but it’s the support that makes the difference in the bottom line. Tabs3 and PracticeMaster have an excellent support staff.

**Riko Bishop (Perry, Guthery, Haase & Gessford, P.C.)**



At Software Technology, Inc., our mission is to provide the most reliable and effective tools for managing solo and mid-sized law practices. Founded in Lincoln, Nebraska in 1979, we installed our first system in November of the same year.

By 1983, relying almost solely on word-of-mouth referrals, we sold over 400 Tabs3 systems. Then we were the first to seek and receive approval from the ABA’s Legal Technology Advisory Council. 1988 saw the introduction of PracticeMaster, practice management software, to help attorneys use computers to manage their firms with more than just basic calendar tools.

All of our company operations still remain in Lincoln, Nebraska, where our dedicated sales staff and a highly trained technical support department provide the best service in the industry. We also offer referrals to a nationwide network of top-notch certified resellers and consultants who provide law firms with sales, installation and troubleshooting assistance.

Throughout the years, both Tabs3 and PracticeMaster products have been recognized with top legal technology awards. In fact, Tabs3 Billing Software won top honors in the Law Technology News awards for eight consecutive years.

In over 30 years, we have come a long way from that first installation in 1979. While much has changed over the years, several important things remain the same: we are still independently owned; we still exclusively make software to serve the legal industry; and our first client is still using Tabs3 products to this day. In fact, 9 out of 10 users would recommend Tabs3 and PracticeMaster to other attorneys, and our customer service has a 95% satisfaction rating. We’re continually working to add innovative new features and make our products the best choice for law firms, both today and tomorrow.



**Reliable Software. Trusted Service.**

**Billing, Practice Management,  
and Financial Software**  
**PRODUCT information**



**The Most Award-Winning Legal Billing Software**

Tabs3 and PracticeMaster won top honors in the recent Law Technology News® Awards. In fact, Tabs3 is the most award-winning legal billing software, having won top honors in the Law Technology News awards for 8 consecutive years.



Visit [www.Tabs3.com](http://www.Tabs3.com), call (402) 419-2200, or contact your local Tabs3 and PracticeMaster reseller or consultant for details.



Reliable billing software that helps you increase your productivity and get your bills out faster.

### Tabs3 Billing Software



- ▶ Collection reports that show you which clients are late with payments.
- ▶ Flexibility to bill the way you want to and customize the look of your bills.
- ▶ Integrates with other software, including **PracticeMaster**, **Tabs3 Financial Software** and QuickBooks®.
- ▶ Multi-level security so that people only see information they are supposed to see.
- ▶ Export any report to Excel® or PDF.

- ▶ Simplifies all of your billing tasks including tracking time, billing clients and receiving payments.
- ▶ Tracks who still needs to turn in time or sign off on a final bill.
- ▶ Quick access to client information you need, such as recent bills, unbilled work, and prior payments.
- ▶ Provides insight into your firm's productivity and profitability by area of practice, case and attorney.
- ▶ Automatically generates custom e-mail messages with PDF statements attached.
- ▶ Automatically calculate how much compensation each timekeeper has earned.

The Client Manager gives you quick access to the information you need.



Practice management software that helps you find contact, calendar and conflict information, and find it fast.

### PracticeMaster Basic



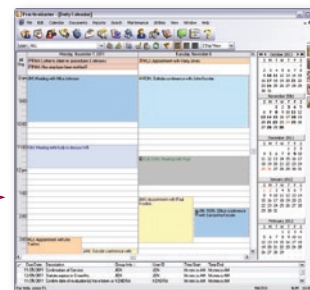
- ▶ Firm-wide calendar quickly shows you where people are and what they are doing (works with or without Microsoft Exchange Server®).
- ▶ Instantly and accurately identifies conflicts of interest for your firm.
- ▶ See appointments and to-do lists for any case.
- ▶ Manage case and contact information.
- ▶ Quickly finds documents, contacts, notes and e-mails for a case or client.
- ▶ Automatically creates entries in **Tabs3** from appointments, phone calls, e-mail and online research so you can easily bill your clients as you do your work.
- ▶ Captures all of your online research and associates it with a client and/or contact so you can quickly bill for it later.
- ▶ Integrates with **Tabs3 Billing Software**, QuickBooks®, Outlook®, and many smartphones.<sup>1</sup>

See all of your upcoming events, color coded by employee, or type of activity.

### PracticeMaster Premier

All **PracticeMaster Basic** features, plus:

- ▶ Rapidly assembles documents using client and case information.
- ▶ Calculates litigation deadlines using up-to-date court rules<sup>2</sup> or rules that you set up yourself.
- ▶ Collect and manage different types of information using customizable forms for different areas of practice.
- ▶ WorkFlows automatically start multiple tasks after you perform a particular action. For example, assemble a welcome letter after adding a new client.
- ▶ Includes all integration available in **PracticeMaster Basic**, plus Microsoft® Word, WordPerfect®<sup>3</sup>, Worldox®, HotDocs®, and CompuLaw®.<sup>2</sup>



Accounting and financial management software that helps you accurately keep track of your money.

### Tabs3 Financial Software



#### Tabs3 | General Ledger

- ▶ Create financial statements for your firm, departments and locations.
- ▶ Create budgets for each expense account.
- ▶ Easily reconcile bank statements.
- ▶ Automatically enters client payments from Tabs3 Billing Software.
- ▶ Create multiple sets of books with unique charts of accounts and fiscal years.

#### Tabs3 | Accounts Payable

- ▶ Prints checks and check registers.
- ▶ Client costs are passed to Tabs3 Billing Software for accurate, prompt billing.
- ▶ Creates recurring invoices.
- ▶ Prints or saves IRS 1099-MISC forms for e-filing.

#### Tabs3 | Trust Accounting

- ▶ Tracks an unlimited number of trust accounts.
- ▶ Prints checks and ledgers for trust and bank accounts.
- ▶ Create automated minimum balance warnings.
- ▶ Can pass trust activity to Tabs3 work-in-process reports and billing statements.
- ▶ Payments to your firm from a trust account can automatically generate a payment in Tabs3 Billing Software.
- ▶ Easily reconcile bank statements.
- ▶ Prints or saves IRS 1099-MISC forms.

#### (Footnotes)

- <sup>1</sup> Outlook integration required.
- <sup>2</sup> Subscription to CompuLaw Court Rules required.
- <sup>3</sup> HotDocs integration required for Document Assembly.
- <sup>4</sup> Merchant account from TSYS Merchant Solutions™ required.

### Accept Credit Cards Using Tabs3!



- ▶ Get paid faster and reduce your hassles with collections.
- ▶ Save time because it integrates with your Tabs3 Billing and Trust Accounting Software.
- ▶ Save money with low, negotiated processing fees for Tabs3 users.<sup>4</sup>

For more information, e-mail [sales@tabs3.com](mailto:sales@tabs3.com) or call (402) 419-2200

*Tabs3 also includes a single-user license of PracticeMaster Basic that you can try before you buy! PracticeMaster includes calendars, contacts, conflict checking, and case management - all the things you have to do, only faster!.*

Visit [www.Tabs3.com](http://www.Tabs3.com), call (402) 419-2200, or contact your local **Tabs3** and **PracticeMaster** reseller or consultant for details.

Complete integration makes **Tabs3** and **PracticeMaster** products an excellent solution:

- ▶ A similar look and feel means that once you're familiar with one product, you'll be able to easily work in all of them.
- ▶ Updating your information in one program will automatically update it in all of them.
- ▶ A single source of technical support for all of your products makes it easier to get your questions answered.

**PracticeMaster**

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**Tabs3**

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**Tabs3**  
Financial Software