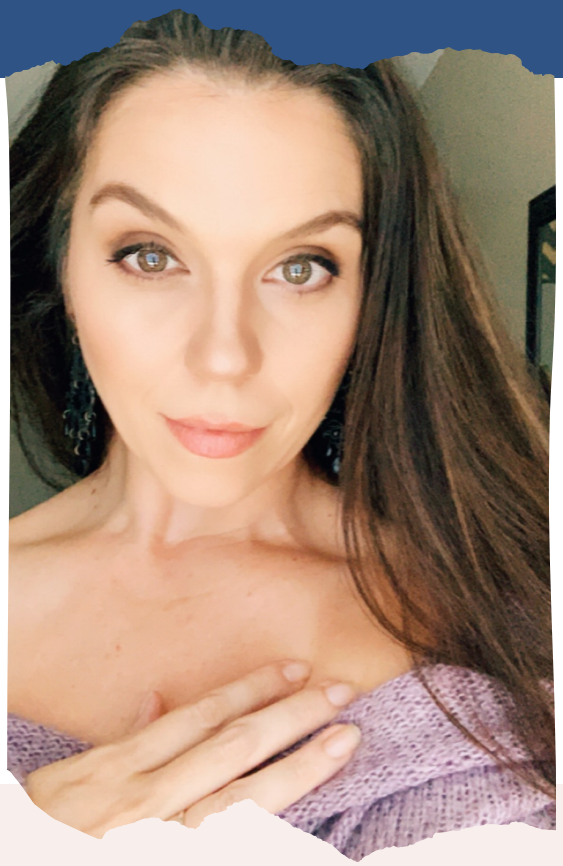
MISTY MURRAY

Litigation & Trial Paralegal
Creator of the Microsoft 365 Case Management System
Founder of Arrow Consultants, LLC



WORK WITH ME

Hello! I'm Misty Murray,
I've been working in the legal industry for more than 22 years, and throughout that time I've spent a great deal diving into the mechanics of running a law firm, managing clients, and maintaining a voluminous caseload. Over the years I've developed proven methods for managing the industrial line of cases, including management in a digital world on your terms by using Microsoft 365 for practice and case management. My goal is to empower you, prepare you, and guide you. See the Topics & Contact Info sheet for more information. I can't wait to meet you.

Creator of the Microsoft 365 Case Management System

Speaker | *YouTuber* | *Innovator*

10K+ Subscribers

YouTube data recorded since the beginning of my account in 2019.

Arrow Consultants, LLC

AIMING FOR INCREDIBLE

CONTACT ME

Misty@ArrowConsultants.solutions
T: 405-666-8972
www.ArrowConsultants.solutions

Topics

& CONTACT INFO

MICROSOFT 365 FOR LAW

- SharePoint
- Teams
- OneNote
- Lists
- Sway
- Forms
- Planner
- Calendar
- Stream
- To-Do
- Outlook
- OneDrive

- Recommendations and best practices
- Practical uses of Microsoft 365 products

PRACTICE MANAGEMENT

- Standard Operating Procedures
- Law Firm Technology
- Employee Onboarding
- Client Onboarding
- Intake Management
- Website, Blog, and Social Media
- Costs Management
- Vendor Negotiating
- Law Firm Management

CASE MANAGEMENT

Specializing in litigation

- Identifying your industrial (case)line
- Indexing for case management
- Standardizing case procedures
- Technology: Adobe Acrobat Pro
- HIPAA & the HITECH Act
- Case Costs and Management
- Productivity & Task Management

CONTACT ME

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Let's Connect

Arrow Consultants

@ParalegalCoach_Misty

Misty Murray

FEE SHEET

(IN-PERSON / ONSITE OR ONLINE / VIRTUAL)

SPEAKING ENGAGEMENT

(IN-PERSON / ONSITE)

Education Guest Speaker (up to 60 minutes) - $1,000
Keynote Speech (up to 60 minutes) - $2,000
Panel Speaker (up to 90 minutes) - $1,000
Moderator (up to 90 minutes) - $1,500
Half-Day Seminar (up to 3 hours) - $5,5000
Full-Day Seminar (up to 6 hours) - $8,500

(ONLINE / VIRTUAL)

Education Guest Speaker (up to 60 minutes) - $500
Keynote Speech (up to 60 minutes) - $1,000
Panel Speaker (up to 90 minutes) - $500
Moderator (up to 90 minutes) - $750
Half-Day Seminar (up to 3 hours) - $2,750
Full-Day Seminar (up to 6 hours) - $4,250
Podcasts & YouTube Guest Appearance - FREE

Reimbursement for Travel Costs, including airfare, lodging, transportation, and meals.

TRAINING SERVICES & CORPORATE EVENTS

(IN-PERSON / ONSITE)

One-on-One Personalized Training (up to 90 minutes per person, up to 7 people per day) - $300 per person
Half-Day Group On-Site Training (up to 3 hours) - $4,000 (up to groups of 25 participants)
Full-Day Group On-Site Training (up to 6 hours) - $8,000 (up to groups of 25 participants)
Multi-Day Corporate Event (up to 4 hours per day) - Starting at $4,000 per day - call or email for a quote.

Reimbursement for Travel Costs, including airfare, lodging, transportation, and meals.

(ONLINE / VIRTUAL)

One-on-One Virtual Training (up to 90 minutes per person, up to 7 people per day) - $150 per person
Half-Day Group Training (up to 3 hours) - $2,700 (up to groups of 25 participants)
Full-Day Group Training (up to 6 hours) - $5,400 (up to groups of 25 participants)

GET STARTED

CHOOSE A SERVICE BELOW & FILL OUT THE INQUIRY FORM

SPEAKING ENGAGEMENT

Use your smart device QR Reader.

This QR Code will take you to the inquiry form for booking a speaking engagement.

If you do not have a QR reader, please email Misty Murray at misty@arrowconsultants.solutions and request a Speak Engagement Inquiry Form.

TRAINING SERVICES & CORPORATE EVENTS

Use your smart device QR Reader.

This QR Code will take you to the inquiry form for booking training services for your firm or for a corporate event.

If you do not have a QR reader, please email Misty Murray at misty@arrowconsultants.solutions and request a Speak Engagement Inquiry Form.