

Lexcel Practice Excellence Kit

4th Edition

The Law Society

The Law Society's official guide to the Lexcel quality standard for legal practice management.

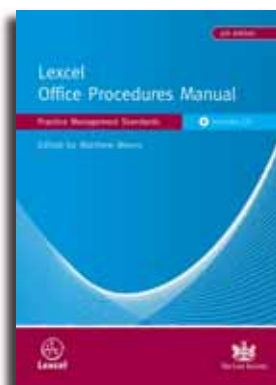
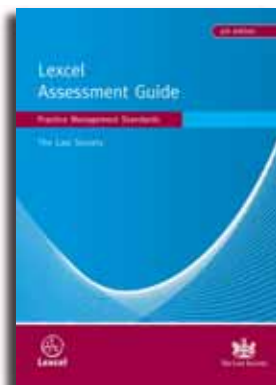
The Lexcel quality standard has been revised and will come into force in 2008. Lexcel is ideal for firms seeking to achieve demonstrative excellence in practice management.

The Law Society's official guides have been comprehensively updated in line with the new standard to help you understand the changes, and to attain and retain accreditation. They are also suitable for firms simply aiming to improve practice efficiency and profitability.

The *Lexcel Practice Excellence Kit* contains one copy each of the *Lexcel Assessment Guide* and *Lexcel Office Procedures Manual*:

Assessment Guide – this book provides invaluable advice and guidance on how to meet the Lexcel criteria. It also includes the full text of the revised standard.

Office Procedures Manual – this book offers template procedures to enable firms to draft and enforce policies and documentation to aid compliance. The templates are included on the accompanying free **CD-ROM** to enable quick and easy customisation.



NEW EDITIONS

Lexcel Practice Excellence Kit 4th Edition

November 2007 352 pages 2 books + CD-ROM 978 1 85328 683 4 **£119.95**

Lexcel Assessment Guide 4th Edition

November 2007 176 pages Paperback 978 1 85328 678 0 **£59.95**

Lexcel Office Procedures Manual 4th Edition

November 2007 176 pages Paperback + CD-ROM 978 1 85328 673 5 **£69.95**

Solicitors' Code of Conduct CPD Online To register and pay online* simply go to www.lawsocietycpd.org.uk

*See website (www.lawsocietycpd.org.uk) for pricing and full terms and conditions. Discounts are available for group bookings and may, from time to time, be available for individuals – see website for details.



ORDER FORM - BOOKS ONLY

Please complete this form and return to:

The Law Society
PO Box 99, Sudbury
Suffolk CO10 2SN
DX 742330 Sudbury 5
 Tel: **0870 850 1422**

Fax: **01787 313 995**
 Email: lawsociety@prolog.uk.com

Name

Job Title

Firm's name

Address

DX

Telephone

Email

Qty	Title	ISBN	Price	Total
.....	Solicitors' Code of Conduct 2007 (June 2007)	978 1 85328 668 1	£29.95*
.....	Companion to the Solicitors' Code of Conduct (August 2007)		
.....	<input type="checkbox"/> I am ordering the Companion before 31/08/07 and with the Solicitors' Code of Conduct 2007	978 1 85328 618 6	£29.95*
.....	<input type="checkbox"/> I am ordering the Companion on its own (or after 31/08/07)	978 1 85328 618 6	£34.95*
.....	Precedent Library for the General Practitioner (August 2007)	978 1 85328 986 6	£99.95*
.....	Lexcel Assessment Guide, 4 th Edition (November 2007)	978 1 85328 678 0	£59.95*
.....	Lexcel Office Procedures Manual, 4 th Edition (November 2007)	978 1 85328 673 5	£69.95*
.....	Lexcel Practice Excellence Kit, 4 th Edition (November 2007)	978 1 85328 683 4	£119.95*
.....	Profitability and Law Firm Management, 2 nd Edition (Oct. 2007)	978 1 85328 598 1	£44.95*
.....	Practice Management Handbook (July 2004)	978 1 85328 915 6	£49.95
.....	Solicitors and Money Laundering, 2 nd Edition (April 2007)	978 1 85328 593 6	£54.95
.....	Solicitors and the Accounts Rules (May 2006)	978 1 85328 939 2	£49.95
.....	Solicitors' Accounts Manual, 9 th Edition (July 2004)	978 1 85328 907 1	£24.95
.....	Clarity for Lawyers, 2 nd Edition (December 2006)	978 1 85328 985 9	£29.95
.....	Directory of Solicitors and Barristers 2007-2008 (July 2007)	978 1 85328 584 4	£94.95*
.....	Excellent Client Service (February 2003)	978 1 85328 777 0	£34.95
.....	Execution of Documents (January 2005)	978 1 85328 980 4	£39.95
.....	Risk and Quality Management in Legal Practice (March 2005)	978 1 85328 947 7	£39.95

Post **

Grand Total

*Publication dates and prices correct at time of going to press **June 2007**.

**Postage – add £4.00 for delivery within the UK. Please telephone for overseas rates.

Method of Payment

- I enclose a cheque to 'The Law Society' for
- Please invoice my office account[†] (No.) for
- Please charge my credit card for

£

£

£

[†]**Prolog account holders only** If you do not have a Prolog account please telephone Prolog on 0870 850 1422 for further details. Please note that if you had an account with Marston Book Services Ltd, your details will have been transferred across to Prolog (a new account number will be issued with your first order from Prolog).

Card No.

Visa Maestro Delta MasterCard

Expiry date - Issue number (Maestro only)

Cardholder's signature



The Law Society