

HOW TO CONTROL & REDUCE OUTSIDE LEGAL SPEND

1

PLAN BEFORE YOU RETAIN:

- **Before work begins**, define desired outcomes, risk tolerance & budget.
- Discuss expected results, communications & fee/cost transparency upfront.
- Require written justification for scope changes or cost overruns.
- Request regular progress & budget updates.
- Require your approval before any scope or fee increase.
- Solicit **competitive bids**.

2

4 ASK FOR & USE ALTERNATIVE FEES & PROVIDERS

- Negotiate **fixed, flat, capped, or contingency** fee options instead of hourly billing.
- Explore **ALSPs**, boutique firms & contract attorneys - often equal expertise, **lower cost**.

3

UNBUNDLE & REASSIGN WORK

- Break matters into **phases or tasks**.
- Delegate routine or lower-complexity tasks to **junior or contract lawyers**.
- Reserve **senior counsel** for strategy, advocacy & high-risk matters.

4

LEVERAGE TECHNOLOGY

- Use **automated RFPs, e-billing, project management & collaboration tools**.
- Track **real-time progress, budgets & deliverables**.

5

ALIGN & EVALUATE RELATIONSHIPS

- Invest time for outside counsel to **learn your business** (non-billable or by low flat fee).
- Request a **designated client service partner/officer**.
- **Review results vs. total spend** & performance after each matter.
- Keep providers accountable for **value, responsiveness & results**.

PREDICTABILITY + TRANSPARENCY = CONTROL

The more intentional you are before work begins, the more you'll reduce surprises - and legal costs.