

## Sampling Existing Services

When considering a managed legal service, prospective clients often have little data about the agreements that they support. We recommend going through a short and straightforward sampling exercise to help you estimate your current volumes and costs.

1. Choose one or more of a type of contract that:
  - is relatively high volume
    - Typically more than 50 a year of a particular type
  - and where support needs to be reviewed because:
    - it's preventing your team from supporting more strategic work
    - you have a gap in your team
    - it's a new type of contract to be supported
    - It's been under-supported historically
2. Identify who is supporting these contracts
3. Either do a future or historic sample

### Sample

For all matters that an individual worked on in the last four weeks (historic sample) or over the next four weeks (future sample), fill in the following form:

Matter name	Date started	Date closed	Support time (hours)

At the end of the sampling period you should have a clearer picture of the volumes of each type of contract that have been handled, and how much time, in total and on average, has been spent on those matters.

Using the Radiant Law [sourcing framework](#) as a guide, you can then start to consider how to clear desks of the lower value, high volume contracts to improve in-house team allocation and close contracts faster.