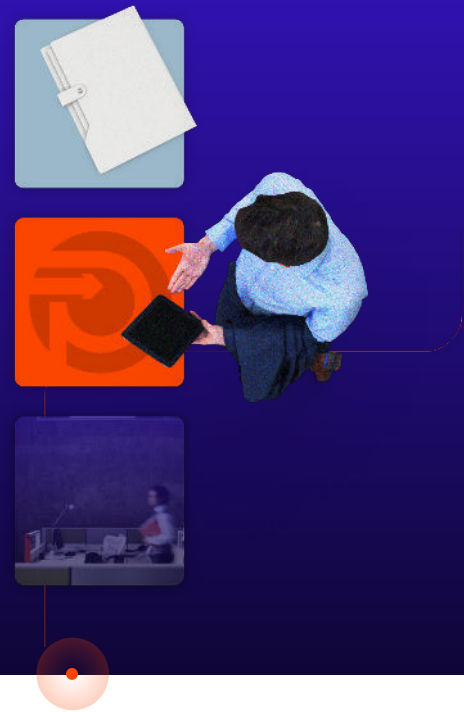


Case Study

Around-the-Clock Expertise: Seamless SEC Filing Support Across Time Zones



The Problem

A client based in the Eastern time zone required Purpose Legal's assistance for Securities Exchange Commission (SEC) filings around the clock. With an offshore team of attorneys located in India, the client needed real-time collaboration and seamless 24/7 support to ensure the success of their filing process. However, the difference in time zones presented a few key challenges:

- Real-time communication
- Collaboration during non-standard work hours
- Team cohesion and bonding
- Preventing isolation of offshore team

The Purpose-Built Solution

To address these challenges, Purpose Legal implemented a robust plan that ensured efficiency, communication, and timely delivery. Our approach included:

- **Onshore/Offshore Collaboration:** A U.S.-based attorney was assigned to oversee and deliver the work performed by the offshore team, ensuring real-time client communication during U.S. business hours and smooth project management.
- **24-Hour Support:** An offshore attorney was also tasked with working U.S. daytime hours during critical stages of the filing, providing immediate support when required.
- **Effective Communication Tools:** We leveraged tools such as Google Calendar, Zoom, and Google Meet to keep the team aligned and informed. Daily cross-time-zone meetings ensured that everyone stayed updated and the work was synchronized.

- **Project Management:** A dedicated project manager kept the entire team up to date on all developments, ensuring that no details were missed. Communication during off-hours was minimized to ensure work-life balance unless it was urgent.

The Product

Through this strategy, Purpose Legal seamlessly supported the client's SEC filing process, overcoming time zone barriers. The team performed key tasks, including:

- Incorporating client edits into filing documents.
- Escalating questions to the client when necessary.
- Proofreading documents for accuracy.
- Participating in weekly meetings to stay aligned with the client's various departments.

Purpose Legal delivered high-quality, accurate filings on time and contributed to cost savings for the client by streamlining the process.

The Praise

 "Earlier today we received yet another 'No Review' letter from the SEC Staff on Registration Statement filing... this team did such a phenomenal job this year (and over the prior years)."

"Yes! Congrats! It's always a big lift to get to this point each year and I really appreciate the teamwork and support in getting the filing to the submission stage."

"I am equally thankful for all your help with getting the documents." 