

AK Špiritová

Website presentation and deployment of Microsoft Office 365

FOV Tech s.r.o.
Prague 2020

Contract owner

The contract owner is a newly established law firm focusing on helping individuals and companies, mostly online. The law firm was founded in 2020 and provides services in the areas of civil, commercial and labour law, debt collection, real estate law, family law, assistance to victims and criminal law. The firm faced the problem of how to create the website presentation which would also be able to mediate the initial contact with the clients. The reason for the emphasis on the online environment was the situation in 2020 when the world was affected by the restrictions due to the COVID-19 pandemic.

Requirements of the contract owner

It was important to solve the following points:

1. To present the firm itself and its services.
2. To provide an easy way to make the initial contact between a client and the firm.
3. Deploy a groupware solution for online communication between the clients and the firm.

Presentation of the firm and services provided

The first point was solved by creating a website presentation. The law firm represents conservative values and the website presentation should be credible, factual and simply provide information needed for the first acquaintance with the way the problems are resolved.

This is how the website has been designed, simple and focused on a pure presentation of the firm and on the process of cooperation with the client. Optimisation both for PCs, mobile phones and tablets is a matter of course.

In terms of functionality, the website provides:

- Introduction to the law firm
- Areas of law covered by the firm
- How the firm cooperates with the client
- A contact form for the initial description of the problem and its submission to the office

It was a matter of course to adapt to all the legislation concerning personal data processing, GDPR and other issues. The website was also registered in the search engines Google and Bing.



Nechte své starosti u nás, my je za Vás
vyřešíme
a svůj volný čas věnujte činnostem,
které Vás naplňují.

[Chci pomoc!](#)

The initial contact of the client with the firm

The contact form was solved in two steps. In the first step the user agrees on the general terms, in the second step then enters necessary contact information and the description of the problem. It is also possible to attach files.



Přečtěte si prosím obecné informace níže.

Po zaslání potřebných dokumentů se Vám nejpozději do 24 hodin ozve advokát s upřesněním dalšího postupu a jakmile od Vás dostane veškeré potřebné informace a uhradíte požadované služby, sepíše Vám advokát písemné stanovisko či jiný Vámi požadovaný dokument, které dostanete v jednoduších věcech do 48 hodin od úhrady (zpravidla je to však podstatně rychlejší) u náročnějších věcí do 1 týdne od úhrady.

Souhlas podmínkami *



Souhlasím s podmínkami

[DALŠÍ KROK](#)

Groupware solution for online communication with the clients

The contract owner was given a choice of several options how to solve this task. The options included G Suite, NextCloud or Microsoft Office 365. The latter, after the consultation, was chosen by the contract owner as the most suitable for business needs.

The service included setting up email addresses according to the contract owner's demands and transferring email accounts from the previous provider.

Email address aliases, which will bring all general addresses to one email box, were also set up.

Final state

The result of these 3 steps is a functional solution which presents the firm as a trusted and reliable partner, simplifies and speeds up the initial contact between a client and the law firm and due to Office 365 it provides the ability to hold and organise business meetings using the Teams application.

Future direction

As the office grows, so will the complexity of the agenda which the law firm processes. In the future, it is planned to develop a solution which would simplify and standardise processes and procedures that will thus be sped up and made more transparent.



"Cooperation with FOV Tech s.r.o. was problem-free and fast. The requirements for the solution were processed as expected and the consultations provided during the implementation were able to direct the project to a solution that enables efficient operation of AK Špiritová."

Mgr. Stanislava Špiritová, founder of AK Špiritová

Want to learn more about the implementation? Make a tentative appointment and you can learn that we can help even you.

AK Špiritová - The law firm AK Špiritová was established in 2020. Because the firm was founded in the coronavirus time, the emphasis is on secure online communication and on an effort to fully use it. (<https://akspiritova.cz/>)

FOV Tech s.r.o. - A technology company founded in 2018 providing IT services. The company provides consultations and complete implementation of IT projects and focuses on the use of modern technologies. (<https://fovtech.cz/>)