

Brand Guidelines

V1.1 - July 2022



Company Description

One point of contact, multiple points of expertise.

Trustpoint is an alternative legal service provider in the U.S. with solutions that address the modern litigation lifecycle using technology-enabled processes and legal operational expertise to deliver specialized solutions. That's the Power of One trusted partner for your legal support needs.

Brand Personality

As a personality, Trustpoint. One is **approachable, creative, and knowledgeable.**



Tone & Delivery

We're authentic in our messaging (informal vs formal) with minimal business jargon. **We show expertise without going too technical.**

The Logo



The trustpoint mark represents unity and coming together. It graphically expresses the energy harnessed when multiple vectors focus on a central point.

The Trustpoint.One typeface is Helvetica Neue. It is a classic font that expresses solidity, modernity, and timeless quality.

Trustpoint.One

Logo Usage

There are two formations of the Trustpoint.One logo. Horizontal and a vertical stacked format.



The Trustpoint.One logo can also be used as orange & white or all white on a colored background.



The Trustpoint.One mark is often used as a standalone graphic, it can be shown in either orange or white.



Logo Usage



~~in Trustpoint.One~~



Trustpoint.One



~~Trustpoint.One~~



~~Trustpoint.One
COURT REPORTING~~



~~Trustpoint.One~~



~~Trustpoint.One~~

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- 1, The logo should never appear connected to any other symbol or icon
 2. The logo should never be contained in a circle or other shape
 3. The logo should never be stretched or condensed
 4. Don't add additional words to the logo
 5. Don't change the logo colors
 6. Don't type out the logo next to the mark

Brand Colors

Slate grey, white and light grey are most commonly used as backgrounds. Orange is the most common highlight color for text. It is also used for backgrounds.

Blue and Yellow are less frequently used, usually for buttons or eyebrow graphics.

Slate Grey

RGB: 22 25 29

CMYK: 77 69 62 67

Hex: 16191d

White

RGB - 255 255 255

CMYK - 0 0 0 0

HEX - #FFFFFF

PMS - White

Light Grey

RGB - 242 242 242

CMYK - 0 0 0 5

HEX - #F2F2F2

Blue

RGB - 59 153 204

CMYK - 80 23 4 0

HEX - #3399cc

Orange

RGB - 255 102 0

CMYK - 0 74 100 0

HEX - #FF6600

PMS - 021C

Yellow

RGB - 255 204 0

CMYK - 0 20 100 0

HEX - #FFCC00



Typography

Myriad is a humanist sans-serif, a relatively informal design taking influences from handwriting.

Myriad Pro Light

For **Headlines**
and **bodycopy**.

Myriad Pro Bold

For **Headlines**
and **bodycopy**.

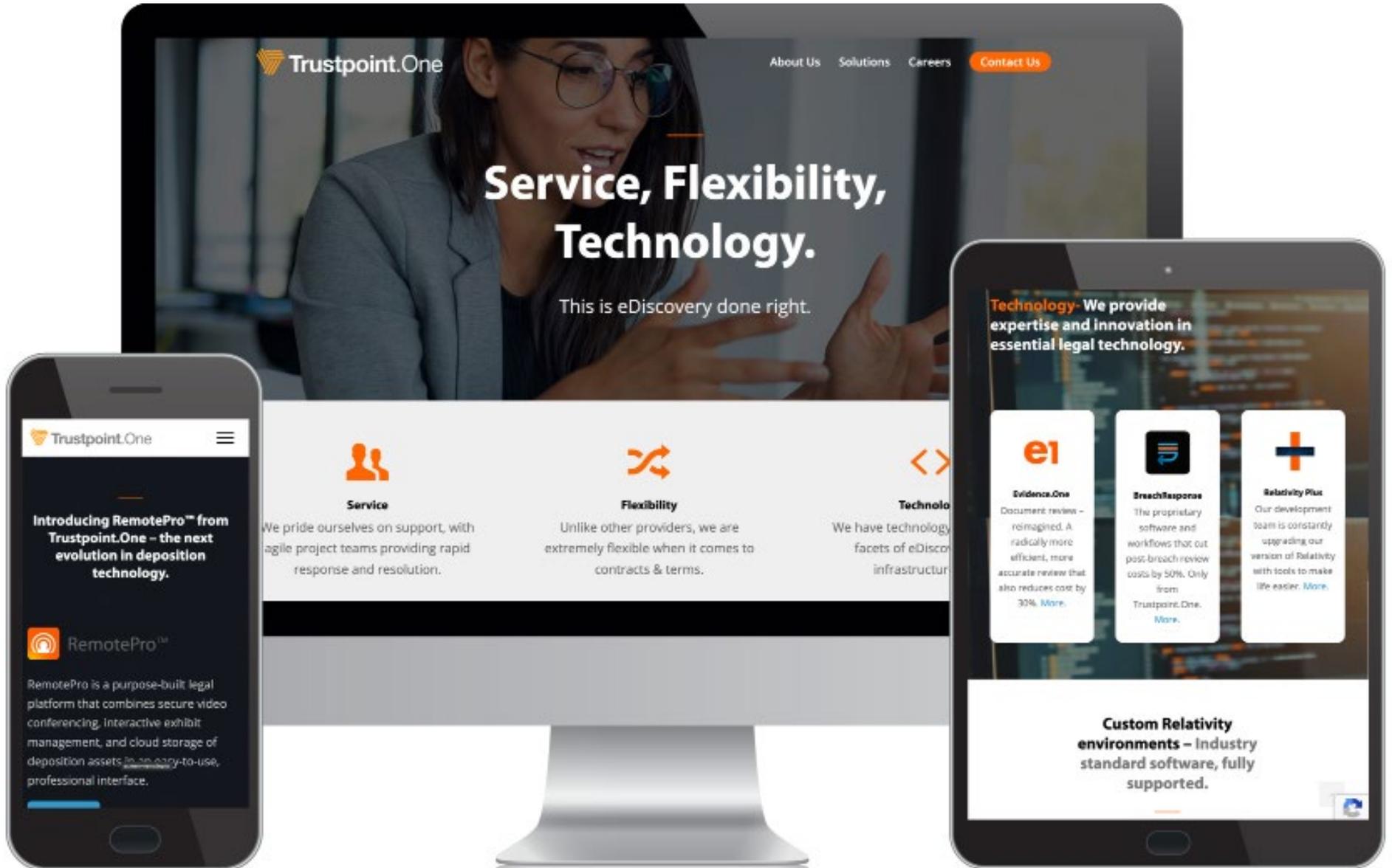
Myriad Pro Regular

For presentations, powerpoint and proposals, we use the type family **Calibri** in the same light, bold and regular weights.



Best Practices

Web



Photography



Trustpoint. One executive photography uses a combination of neutral gray and natural light backgrounds with business casual attire.

Collateral



Legal Solutions, Simplified

Integrated solutions for the modern litigation lifecycle.

[Visit TrustpointOne](#)

One Point of Contact, Multiple Points of Expertise
TrustpointOne is among the largest legal solutions providers in the country, serving the Am Law 400 and the Fortune 2000. Our solutions address the entire litigation life cycle, from beginning to end, it's everything you need, all in one place, with one trusted partner. This is legal solutions, simplified.

At a Glance:

- Headquartered in Atlanta
- Have offices in twelve cities
- 11 review centers with 1,200 seats
- 5,000+ court reporters
- 1,000+ attorneys and paralegals
- Data Security: HIPAA compliant, SOC 2 Type II, and ISO 9001:2015 certified

Integrated Legal Solutions

- eDiscovery**
A partnership-based approach
- Document Review**
Proven process, applied virtually
- Court Reporting**
Newsroom & remote depositions
- Legal Staffing**
Temporary, permanent & flexible
- Contract Management**
Software agnostic, solution-centric
- Translation**
More than language, knowledge



Introducing RemotePro™ from TrustpointOne – the next evolution in deposition technology.

RemotePro™
RemotePro is a purpose-built legal platform that combines secure video conferencing, interactive exhibit management, and cloud storage of deposition assets in an easy-to-use, professional interface.

Simple Yet Advanced
Attorneys can easily upload, share, stamp, and annotate digital exhibits, matching normal deposition workflows while providing participants with a seamless experience.

- Easy-to-Use**
RemotePro features a simple, intuitive interface that's easy to learn.
- Secure**
Modern end-to-end encryption ensures that all sensitive information is secure.
- Integrated**
All-in-one purpose-built software is the future of remote depositions.
- Cloud Storage**
Built-in storage for exhibit documents simplifies document management.
- Script-Sync**
Review text for use during the proceeding with audio playback and speech-to-text.



Document Review

Our consultative, process-driven approach leverages proven strategies and best practices every step of the way.

[LEARN MORE](#)

Quality
We differentiate ourselves through the quality of our work, a reputation for transparency and our dedicated focus on review.

Efficiency
Our entire process is based on efficiency. From the people we hire to our dedicated review facilities – every step is optimized for the most efficient review process.

Defensibility
We start with the right people and add best practices and quality control. The result is a proven and repeatable process that can be applied anywhere, anytime.

Virtual Review
Total Review™ – The proven Totalpoint review process, applied virtually. Our secure, virtual review process builds upon proven talent and workflows to establish geographically independent review teams. [Learn More.](#)

Dedicated Infrastructure

1,200+ 11

[Case Study: Data Reduction](#)
[Case Study: Subpoena Response](#)



Legal Staffing

Leverage our team of expert recruiting, sales and leadership specialists to deliver the talent you need, right when you need it.

[LEARN MORE](#)

Interim Staffing
Lean on one of the nation's largest full-service providers for a vetted, top-tier contract workforce. Attorneys and paralegals are available coast to coast and prepared for any size project at any time.

Permanent Placement
Our recruitment team partners with top legal professionals to align talent with opportunity. Our customized approach has provided immediate value to our law firm and corporate clients, since 1987.

Flexible Talent
Get expertise on-demand with flexible legal talent. Retain high-level attorneys with AmLaw & Fortune 500 experience at a fraction of the traditional cost.

For Law Firms
Choose a recruitment partner that understands the modern legal landscape & law firm culture. [Learn More.](#)

For In-House Legal Departments
Recruitment expertise to meet the ever-evolving needs of in-house legal departments. [Learn More.](#)

Talent Includes:
Attorneys, Paralegals, Compliance Specialists, Contract Managers, Foreign Language Experts, Patent Attorneys, Document Reviewers, eDiscovery Project Managers, Litigation Support Managers.



Introducing BreachResponse™

The proprietary software and workflows that cut post-breach review costs by 50%. Only from TrustpointOne.

Designed to Simplify

When a Data Breach occurs, it can be a logistical nightmare. Manually abstracting exposed data is cumbersome, time-consuming, and expensive. This is precisely why we've developed BreachResponse. Our proprietary software application with advanced data parsing, quality control and related workflows help streamline and standardize the process of identifying and notifying the persons/entities whose confidential information was exposed, allowing you to respond quickly and minimize costs.



EDISCOVERY Intelligent eDiscovery Through Applied AI

The AI team at TrustpointOne specializes in the most complex cases.

Collaborative AI
Fluency in the latest technology is the cornerstone of our approach. We utilize a combination of industry-leading software (Relativity) combined with our own proprietary AI solutions. The result? An unparalleled expertise in understanding and simplifying complex data sources.

Dedicated Infrastructure
Our growing national foot print exists to meet your eDiscovery & data privacy requirements. Over 1,200 contract review attorneys in 9 dedicated review centers nationwide. Redundant, SOC 2 Type 2 certified data centers, and virtually unlimited data storage capacity.

Breadth of Capability
Trustpoint has the technology, tools and expertise to support end-to-end eDiscovery across multiple matters and industries. Capabilities include forensic collections, early case assessment data processing, managed review, deep review analytics, and production.

Specialized Support
Our entire customer support system is designed around eDiscovery. Over the years, we've got it down to a science. You'll have a member from each department on your team, from technology to litigation support. This means you have all the support you need, and questions get answered within minutes.



COURT REPORTING | CASE DYNAMICS Integrated Legal Solutions

Because TrustpointOne can deliver multiple points of expertise, we can take your project from review through depositions and back again. All with one point of contact.

- 1. Document Review (Relativity)**
Our dedicated document review team loads all materials into Relativity and completes the review process efficiently and reliably, with multiple phases of QC.
- 2. Binder Prepared**
Because our team is so familiar with the material and we have the specialists on hand, we often prepare the deposition binder for our clients.
- 3. Reporters Dispatched**
Armed with the road-map of pertinent issues contained in the binder, counsel schedules depositions and TrustpointOne dispatches reporters nationwide.
- 4. Case Dynamics (Relativity)**
We take all the deposition transcripts and load them back into Relativity. Automatically check evidence against testimony, annotate transcripts, run analytics, and create a smarter case strategy in less time.

Contact Us Today: info@trustpointone.com | 855.869.1205



EDISCOVERY & REVIEW Powerful Alone, Better Together.

Integrated legal solutions provide synergies that improve quality and lower cost.

Clients often assume that by having their eDiscovery and Review teams separate, they improve the product. But in practice we've found the opposite to be true. Here are 5 key reasons eDiscovery & Review work better together.

Communication.
The simple back and forth of team communication is often the biggest factor in slowing down the process. This fosters the accumulation and retention of institutional knowledge. By gaining familiarity with your business and data custodians, it also allows them to ramp up faster, under tighter deadlines.

Core Team Speed.
By having a core team responsible for the whole process, they get to know the specifics of your business. This fosters the accumulation and retention of institutional knowledge. By gaining familiarity with your business and data custodians, it also allows them to ramp up faster, under tighter deadlines.

Powerpoint

The Trustpoint. One powerpoint is a flexible, modern presentation format. It is consistent with all brand colors, fonts, and messaging. It tends to avoid overly text-heavy slides, overly technical jargon, or overly busy graphics. We aim to keep things visually clean while being approachable, creative, and knowledgeable in our messaging.



Document Review: Managed Review

Managed Review: We take a consultative, process-driven approach, leveraging proven strategy and best practices every step of the way.

- Quality:** We differentiate ourselves through the quality of our work, a reputation for transparency and our dedicated focus on review.
- Defensibility:** We start with the right people and add best practices and quality control. The result is a proven and repeatable process that can be applied anywhere, anytime.
- Efficiency:** Our entire process is based on efficiency. From the people we hire to our dedicated review facilities – every step is optimized for the most efficient review process.
- Cost Savings:** Because we are specialists, it allows us to operate with efficiency – and efficiency leads to savings.

eDiscovery Custom Solutions

Legal Hold: Forget manual, error-prone legal holds. Relativity brings defensibility and repeatability to the process.

ECA: An early understanding of key information is one of the best ways to save time and money in eDiscovery.

Processing: Relativity processing is the reliable way to get native files ready for review.

Review: Everything you need for document review & production. We get you to the substance faster.

Analytics: Bring Analytics into your workflow. At any time, get investigative thought and a focused view.

Active Learning: Technology assisted review software helps you find your most relevant documents faster.

Document Review: Staffed Review

Staffed Review: With 9 dedicated review centers, we provide nationwide coverage.

- Purpose-Built Facilities:** Our facilities serve one function only – document review. We prioritize network and data security first.
- A Deep Talent Pool:** Trustpoint has thousands of top review attorneys. We will assemble the right team with the right expertise for your case anytime, anywhere.

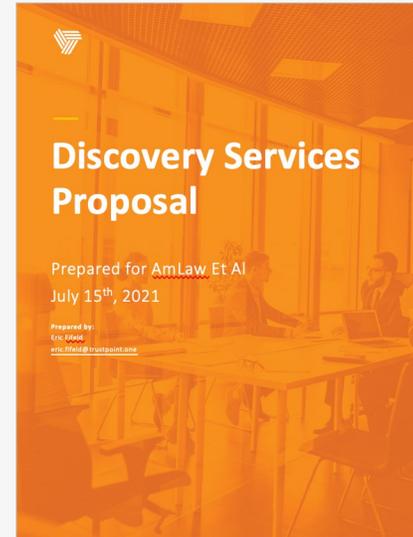
eDiscovery Managed Services

Managed Services: eDiscovery pricing has been broken for a long time. Our solution is simple: We align our interests with yours.

- Simple Monthly Fee:** We agree together on an allotment of storage, processing, and project-management hours based on your specific needs. You just pay one, all-inclusive monthly fee. Simple.
- Always Flexible:** All of our eDiscovery solutions are built-to-order. So, whether you need a little or a lot, you get exactly the right solution for your case. Pay only for what you need, get a whole lot more.
- No Contract Required:** Use your eDiscovery Solution only when you need it. If you go over your data allotment, we simply increase your bandwidth. No migration fees, in our out, ever.
- Designed for You:** Our project management always starts with a thorough analysis of your needs. Then we custom design each solution to address the unique requirements of your eDiscovery environment.

Presentations

The Trustpoint.One presentation template is clean, modern, and simple. We limit our colors to orange, black, and gray. All fonts are Calibri, regular, light, and bold. Tables feature orange headers with white text, with alternating light grey and white rows.



Flexibility

Because we are privately held, we have tremendous flexibility when it comes to terms. We're happy to work through a subscription, on-demand, or hybrid model. Whatever works best for you.

Subscription:	On-Demand:	Hybrid:
Also called Managed Services. Access all the eDiscovery services you require for a single monthly price. We take care of all the infrastructure, software & support.	Choose just the eDiscovery services you need, right when you need them. Easily scale up or down as necessary.	Sometimes clients want certain services on subscription and others on-demand. This is no problem with our hybrid options.

Custom Environments. No matter what model you choose, all your matters will be conducted in your own custom Relativity environment.

Dedication to Service

Everything starts with our commitment to superior support. With Trustpoint, you're never in a queue and you're never left waiting for a resolution.

- Interview: [Work Backwards Starts a Smiling Customer](#)
- Interview: [Managed Services Right for You?](#)
- CEO Interview: [Building a Service-Oriented Company](#)

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Corporate Overview

Trustpoint is one of the largest integrated legal solutions providers in the country, serving the Am Law 400 and the Fortune 2000. We address the entire litigation life cycle, from beginning to end. It's everything you need, all in one place, with one trusted partner.

We are unique in our consultative approach, flexibility with clients, and company-wide dedication to service. Our integrated solutions allow us to take on the entire breadth of a case, serving as a single point of contact for our clients no matter what comes up.

Our dedication to service starts with our agile deployment of project management teams. These teams consist of technology, workflow, & Relativity experts – ensuring that no matter what your issue is, the support team has the expertise necessary to solve the problem.

Trustpoint is headquartered in Atlanta, Georgia. We have 10 offices in 8 legal markets and 9 document review centers throughout the US. Trustpoint currently has over 300 full-time salaried employees, and upwards of 900 W2 contract attorneys on payroll at any given time.

Integrated Legal Solutions

10 Offices Nationwide

eDiscovery
Flexible, end-to-end eDiscovery solutions.

Document Review
Both traditional and AI enhanced review.

Court Reporting
Thousands of reports available nationwide at a moment's notice.

Legal Staffing
We offer full service legal staffing in all markets.

Translations
Dedicated translations team on hand, machine & human.

Proprietary & Confidential. Page 3

Pricing

Our pricing is always transparent. Your invoices will never contain surprises, penalties or hidden fees.

Trustpoint.One fees – Incoming data processing	Price/Unit
Trustpoint.One Managed Solutions (18 Month Commitment):	\$3.50 per GB, per Month on all current case data
Key Assumptions:	\$4.50 Per GB, Per Month for all new incoming case data
<ul style="list-style-type: none"> 25 TB commitment (to start) Relativity licensing for 60 users with TPI Data processing included Access to process own data 	
Included in Monthly Fee:	
<ul style="list-style-type: none"> Custom Relativity Workload Relativity environment with full administrative control 50 Relativity users Unlimited access to TPI for Data (upload/download) Cancel for Convenience Clause in Initial 12 Months at No Additional Cost Relativity environment transfer – TPI Relativity instance will only start billing when the Relativity transfer and testing is completed 15% discount on all court reporting and translations services 40 hours of document review time 	
Project Management and Technical Time – Full PM/tech support for any tasks where additional bandwidth is needed. Billing can be broken down per matter.	\$135 per hour – can be billed in monthly blocks
Relativity Analytics – Story Engine, search, analyze and investigate complex data sets in 60+ ways. Includes Thinking, Near-Open, enhanced cognitive analytics, custom modeling, communication pattern analysis and Continuous Active Learning (CAL).	Included
Trustpoint.One Forensic Pricing	Price/Unit
Workstation Imaging/Forensic/Drive Image/USB Imprints	\$175 per hour
Technician Time	\$175 per hour
Forensic Analysis	\$300 per hour
Expert Testimony	\$500 per hour
Travel Time	\$125 per hour plus transportation costs
Media (hard drives, USB, etc.)	At Cost

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Questions?

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