

Your Legal Virtual Assistant

What If You Never Had to Do Legal Admin Again?



ALISON TRAVERS

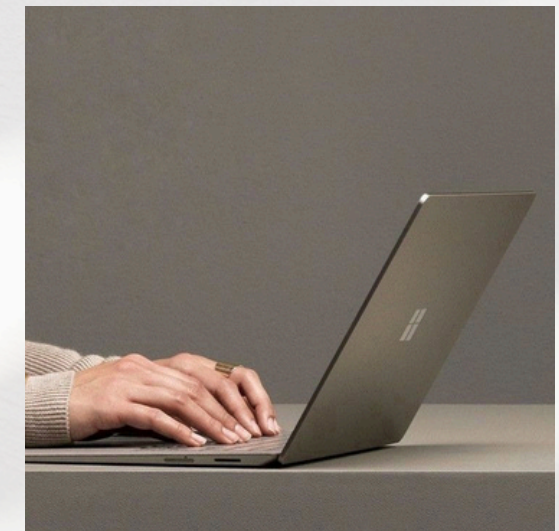
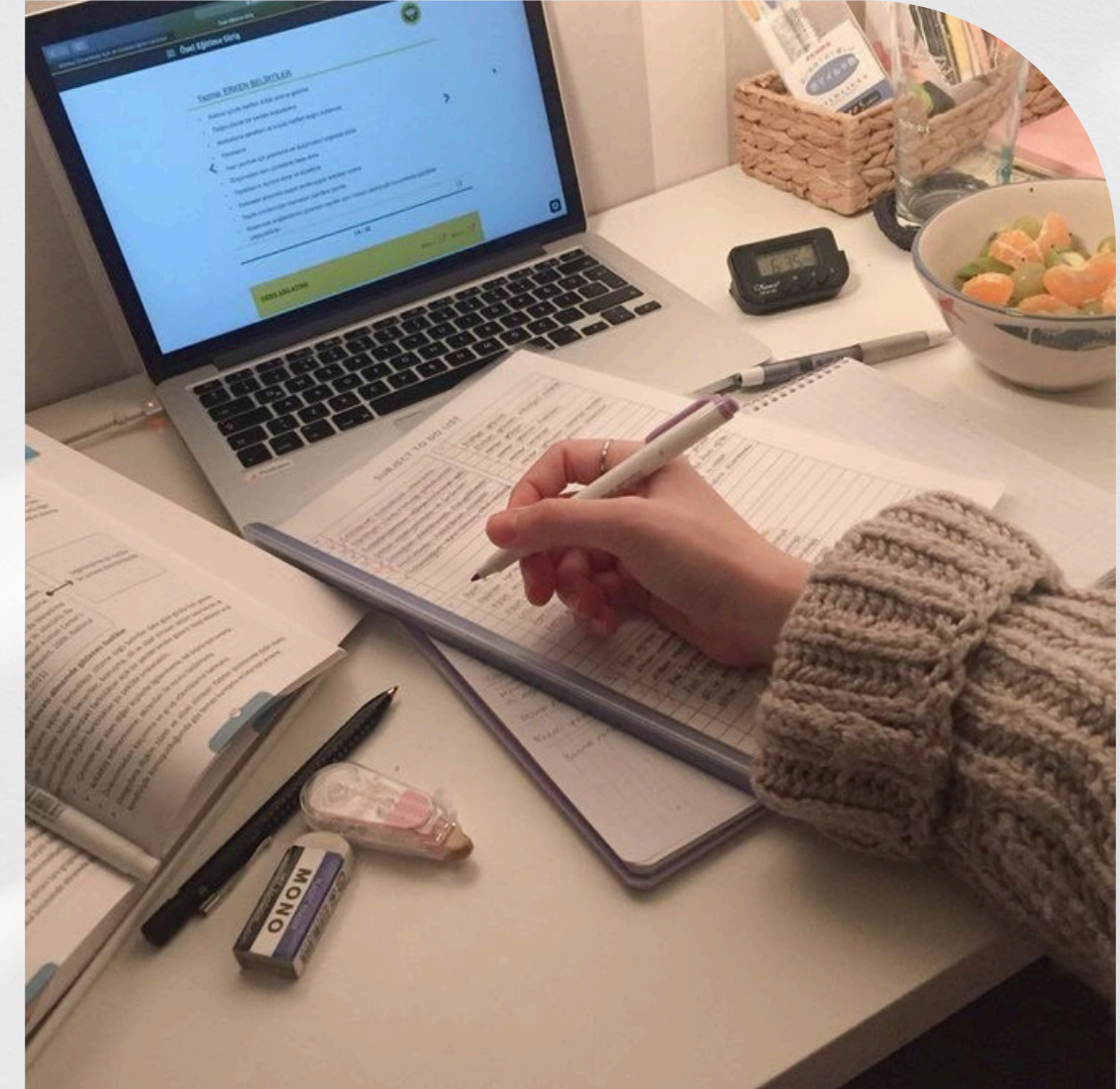
Overwhelmed by admin work?

You're not alone — most solicitors spend hours on non-billable tasks each week.

I'm **Alison Travers**, a UK-based Virtual Legal Assistant with over a decade of experience inside law firms.

I take care of your admin so you can focus on fee-earning work.

- 7-Day Free Trial
- First Task Free
- No Lock-In





You focus on the law — I'll handle the admin.

What I Handle So You Don't Have To

You don't need to juggle everything yourself. These are just some of the tasks I take off your plate:

- Drafting & formatting legal documents
- Court forms, bundles & filings
- Client onboarding (KYC/AML)
- Time recording & diary management
- Chasing third parties
- Legal file organisation & compliance tasks

What Clients Say

“Alison just gets it. She’s fast, professional, and takes ownership of tasks — no hand-holding needed. She feels like part of our team.



- Senior Solicitor, London -

Working with me means you don’t have to explain everything twice. I understand law firm pressures, procedures, and expectations — and I deliver with precision.

Free Checklist – Grab it now

Want to know what's safe to delegate right now?

Download my FREE checklist:
"10 Legal Admin Tasks You Can Offload This Week"

It consists:

- High-impact tasks to delegate
- Tools I use
- Tips for smooth handover

Just comment "Checklist" below or DM me — I'll send it straight over.

Book Your Free Trial



Ready to stop drowning in admin?

Let's chat about how I can support you.

- 7-Day Free Trial
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- No lock-in, no stress

E-mail	alison@alisontravers.com
Book now	https://cal.com/alisontraversva
Website	coming soon...