

Immigration Consult Conversion Kit

A starter kit for immigration firms that want better consult screening, stronger booking flow, and more confidence from first inquiry to lawyer review.

Immigration lawyers, intake teams, and legal admins

GUIDE

A starter kit for immigration firms that want better consult screening, stronger booking flow, and more confidence from first inquiry to lawyer review.

WHAT THIS ASSET COVERS

- Immigration Consult Screening Script
- Booking Readiness Checklist for Small Businesses
- Service Business Lead Handoff SOP
- Review Response Prompt Pack

SUGGESTED ROLLOUT

1. Screen consults faster so strong-fit matters do not sit in limbo.
2. Tighten the path from inquiry into booked consultation.
3. Improve internal handoff so lawyer review starts with better notes.
4. Keep public-facing responses sharp so trust compounds alongside intake quality.

WORKING ASSET

Includes:

- Immigration Consult Screening Script
- Booking Readiness Checklist
- Service Business Lead Handoff SOP

- Review Response Prompt Pack

USE THIS KIT TO

- screen consults faster
- improve booking flow
- clean up intake-to-lawyer handoff

DEPLOYMENT NOTES

HOW STRONG TEAMS ACTUALLY USE THIS ASSET

- Assign one accountable owner instead of letting "Immigration Consult Conversion Kit" become shared but unmanaged work.
- Use it with immigration lawyers, intake teams, and legal admins in a weekly rhythm so the asset drives decisions rather than sitting in a folder.
- Decide in advance what counts as green, watch, and red performance so the team knows when to escalate.
- Capture learnings directly in the document every week so the asset becomes smarter over time instead of resetting to zero.

30-DAY ROLLOUT SEQUENCE

- Screen consults faster so strong-fit matters do not sit in limbo.
- Tighten the path from inquiry into booked consultation.
- Improve internal handoff so lawyer review starts with better notes.
- Keep public-facing responses sharp so trust compounds alongside intake quality.

WHAT SEPARATES A SERIOUS VERSION FROM A BASIC TEMPLATE

- Clear ownership for every step, not generic advice without accountability.
- Targets, thresholds, or decision rules that tell the team what good looks like.
- Specific working components: Immigration Consult Screening Script, Booking Readiness Checklist for Small Businesses, Service Business Lead Handoff SOP, and more.
- A built-in review cadence so the document becomes part of operations rather than a one-time download.