



**Business Advisor
Services**

Services	Basic	Advisor	Premium
Phone Calls to Firm	Included	Included	Included
Emails to Firm	Included	Included	Included
Formation Documents (Articles, By-Laws, Minutes) ¹	Included	Included	Included
Attorney-Client Meeting (at firm office)	One (1) meeting/year	Two (2) meetings/year	Eight (8) meetings/year
Annual Report/Annual Company Minutes	Included	Included	Included
Board of Directors Minutes/Resolutions	-	-	Included
Employee Manual	-	Included	Included
Employee Manual Revisions	-	-	Included
Basic Documents ²	One (1)/year	Three (3)/year	Six (6)/year
Demand Letter	One (1)/year	Two (2)/year	Three (3)/year
Response to Demand Letter	One (1)/year	Two (2)/year	Three (3)/year
Contract Review ³	Included	Included	Included
Flex Hours ⁴	-	One (1) hour/month	Five (5) hours/month
Registered Agent Services	Included	Included	Included
Additional Projects ⁵	-	5% Discount	15% Discount
Fee	\$499/month	\$999/month	\$2,899/month

¹Expenses associated with recording or filing fees required as part of an included service are not included in the monthly fee. All such recording or filing fees will be in addition to the monthly fee. Formation documents are specifically limited to articles of incorporation, articles of organization, by-laws, and initial minutes of formation. Formation documents do not include operating agreements, shareholder agreements, or minutes from future meetings. Operating and shareholder agreements are included in Basic Documents. Minutes from future meetings are included in Board of Directors Minutes/Resolutions.

²"Basic Documents" include (1) Workplace Policy, (2) Subcontractor Agreement, (3) Non-compete Agreement, (4) Client Service Agreement, (5) Independent Contractor Agreement, (6) Employment Agreement, (7) Basic Commercial Lease Agreement, or (8) Operating/Shareholder Agreement.

³"Contract Review" means that an attorney will review a contract presented to a client to identify areas of concern to the client.

⁴"Flex Hours" refers to hours that a client may use the firm for any employment, HR, or business legal services not covered elsewhere in the plan. Flex hours cannot be banked. Flex hours include legal research, editing contracts after review, or preparing any document not included in the "Basic Documents" category.

⁵Additional projects for which the client engages the attorney receive the stated discount for all services rendered. Discounts do not apply to out-of-pocket expenses such as filing fees, court fees, courier fees, printing fees, expert fees, etc.

IMPORTANT: All prices above are fixed/flat fees. This means that, if applicable, for each service identified, the price listed covers all work associated with that service. The price listed will be quoted at the beginning of said task and will not change.

DISCLAIMER: This document does not create an attorney-client relationship between you and Fojo Dell'Orfano, PLLC. Your case/matter may not qualify for a fixed/flat fee arrangement and, instead, may require a separate fee arrangement, whether hourly or otherwise. The fees listed above may change at any time, and Fojo Dell'Orfano, PLLC reserves the right to change these fees when it deems appropriate and/or necessary. Each fee listed above covers only the service with which it is associated. It does not cover any other service or task not identified. This is not a comprehensive list of business-related tasks and services. Other tasks or services may exist that may require a separate fixed/flat fee or a different fee arrangement. The fees above also do not include any out-of-pocket expenses for items such as filing fees, postage, or expert fees; such expenses are passed on to the client.