



Choose Your Own Adventure! Set Corporate Fee Package

The Need—Are Set Fees for You?

Many businesses, especially those just starting out, have expressed to us that the number one reason for hesitating to engage a law firm for corporate services is **lack of certainty in fees**. A recent survey revealed our clients would **love** the opportunity to engage us for set fees—we've heard the call and have made a bold move towards launching a set fee program!*

By offering a set fee package, we hope to **take the guesswork out of budgeting for legal expenses**. This approach also allows for better efficiency, by reducing the amount of back-and-forth communications required.

Our à-la-carte menu allows you to pick and choose the **best combination of services** for your specific business needs. Check out the details on the following page, and complete the checklist to start thinking about what your business requires from a legal perspective.

*Note that these fees are designed to be the most cost effective **for organizations who require basic standard documents**. If your needs are more complex, set fees might not work for you. We're excited to launch this program, but may change our approach, including pricing, as we receive feedback from participating clients.

How it Works

Give us a call to set up a complimentary consultation so we can get to know you and your business. You can tell us which services you're interested in, and we can make recommendations tailored to your specific situation. To start, complete the attached checklist to choose your own corporate adventure!

If you choose to hire Du Plooy Law, we'll draft an easy-to-understand engagement agreement, outlining the precise services we will provide, and a timeline for completion.

The Benefits

- **Certainty of Fees**—You know what you'll get and how much it'll cost from the outset.
- **Phased Timing of the Work and Cash Flow**—We will develop a step plan, allowing us to stage the work over a period of time you determine, so that services are provided only if and when you need them and can afford them.
- **Comprehensive, Long-Term & Big Picture Planning**—You might have only a single need right away, but we will discuss all potential needs of your business in the near future so you can better forecast costs, plan relationships and anticipate problems before they happen. BAM!

	Legal Service & Fee	What is it? Why do you need it?	Check if you're interested!	Should we work on it now, or table it for later?
1	Incorporation \$900	A proper incorporation at the start of a business will limit the liability of the founders, and enable fundraising from investors by issuing equity in the company. Depending on your situation, you may need an operating, investment or holding company. We can discuss the structure and advantages of each with you.	<input type="checkbox"/>	<input type="checkbox"/> Now <input type="checkbox"/> Later <input type="checkbox"/> N/A
2	Unanimous Shareholders Agreement (USA) \$2,000	This is an agreement between all current and future shareholders, protecting individual rights in the event of relationship changes. Investors may require a USA before investing in the company. It's always a good idea to set out some rules regarding how partners or founders will deal with each other, and with future partners or investors.	<input type="checkbox"/>	<input type="checkbox"/> Now <input type="checkbox"/> Later <input type="checkbox"/> N/A
3	Simple Shareholder Entry or Exit \$2,500	There are a lot of variables at play when adding or removing shareholders. It's a good idea to have your lawyer guide you through these kinds of transactions.	<input type="checkbox"/>	<input type="checkbox"/> Now <input type="checkbox"/> Later <input type="checkbox"/> N/A
4	Corporate Records Cleanup / Building Your Minute Book \$300	Do you have your original incorporation documents, but your minute book is incomplete? Have you lost your by-laws or share certificates? Are you applying for a loan or other funding, and the lender requires your corporate records? We can review your corporate records to make sure they're complete and accurately reflect the transactional history of your company.	<input type="checkbox"/>	<input type="checkbox"/> Now <input type="checkbox"/> Later <input type="checkbox"/> N/A
5	Non-Disclosure / Confidentiality Agreement \$600	This is a customizable agreement that prohibits key employees, founders, contractors, potential investors, and others from disclosing your business secrets to the public or third parties. It's a good idea to have an NDA in place if you want to start discussing a project with vendors and partners, but want to make sure they keep it quiet until the right time.	<input type="checkbox"/>	<input type="checkbox"/> Now <input type="checkbox"/> Later <input type="checkbox"/> N/A

	Legal Service & Fee	What is it? Why do you need it?	Check if you're interested!	Should we work on it now, or table it for later?
6	Assignment of Intellectual Property \$1,800	This document transfers ownership of key intellectual property (IP) from the founder(s) to the business, which is useful when the business hinges on key IP invented by a founder. Potential investors may want to know that the business itself owns the IP, and not an individual.	<input type="checkbox"/>	<input type="checkbox"/> Now <input type="checkbox"/> Later <input type="checkbox"/> N/A
7	Joint Venture Agreement \$2,300	An agreement between your business and another, to develop a new product, service, or business for the mutual benefit of both. It typically includes arrangements for sharing of resources, including capital, personnel, equipment, facilities, and IP. A joint venture is a great way to test a collaboration with another business before you become "partners".	<input type="checkbox"/>	<input type="checkbox"/> Now <input type="checkbox"/> Later <input type="checkbox"/> N/A
8	Contractor Agreement \$1,800	A customizable agreement to formalize the expectations, commitments, compensation, protection of IP and dispute resolution mechanisms between you and your contractors. It's a good idea to have a contractor agreement in place when you want to hire someone to perform a specific service <i>ad hoc</i> , but you don't want to employ him or her full-time.	<input type="checkbox"/>	<input type="checkbox"/> Now <input type="checkbox"/> Later <input type="checkbox"/> N/A
9	Employment Agreement \$1,200	A customizable agreement to guide your employer-employee relationships, including expectations on performance, compensation, protection of IP, non-competition, etc. When you're ready to hire someone as an employee, it's a good idea to formalize each person's expectations.	<input type="checkbox"/>	<input type="checkbox"/> Now <input type="checkbox"/> Later <input type="checkbox"/> N/A
10	Terms of Product or Service \$1,800	An agreement outlining specific terms, payment and warranties for the products and services you deliver to your customers or clients. It may also include an indemnity and release from liability, to protect the business from lawsuits.	<input type="checkbox"/>	<input type="checkbox"/> Now <input type="checkbox"/> Later <input type="checkbox"/> N/A

	Legal Service & Fee	What is it? Why do you need it?	Check if you're interested!	Should we work on it now, or table it for later?
11	Licensing Agreement \$1,800	A customizable agreement to allow one party limited rights to produce or sell another party's good(s), provide its service(s), apply its branding, or use its IP, in exchange for compensation. Useful when partnering with other businesses or third parties—either to license IP you own to someone else, or to request the right to use someone else's IP.	<input type="checkbox"/>	<input type="checkbox"/> Now <input type="checkbox"/> Later <input type="checkbox"/> N/A
12	Commercial Lease Review \$1,700	Do you need a store, an office or warehouse space? We can do an affordable review of a commercial lease provided by your future landlord.	<input type="checkbox"/>	<input type="checkbox"/> Now <input type="checkbox"/> Later <input type="checkbox"/> N/A
13	Commercial Loan Package \$2,500	Are you applying for a commercial loan or working capital facility from your bank? We can affordably review and help you complete the transaction. Banks usually require that you retain a lawyer for your commercial loan facility.	<input type="checkbox"/>	<input type="checkbox"/> Now <input type="checkbox"/> Later <input type="checkbox"/> N/A
14	Basic Contract Review \$35 - \$45 per page	There are thousands of different types of agreements, that may contain some tricky language or specialized clauses you might not be familiar with. We can review simple contracts for you on a price per page basis. It's always a good idea to check in with your lawyer before signing any kind of binding agreement.	<input type="checkbox"/>	<input type="checkbox"/> Now <input type="checkbox"/> Later <input type="checkbox"/> N/A

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