

PAYMENT AGREEMENTS FOR OUR NEW NONPROFIT CORPORATION PACKAGE

Our “**New Nonprofit Corporation Package**” provides a valuable service at a reasonable fee with payment terms that even a small group can afford. The following information describes our charges and payment policies.

PAYMENT AGREEMENTS:

- 1. OUR FEES:** The charge for our “**New Nonprofit Corporation Package**” is from \$1,800 to \$3,000 depending on the size and complexity of the organization, the nature of its legal needs and other factors which require additional time and service. For example, Private Foundations, Trade or Professional Associations, Mutual Benefit organizations and Homeowners Associations all require significantly more work and expense and we charge more for the package.
- 2. ACTUAL EXPENSES:** It is a standard practice for law offices to bill actual expenses separately from fees. This is especially important for us since we consciously choose to charge lower hourly and flat fee rates than other law offices with comparable expertise. In keeping with our flat fee approach, we have bundled the costs for filing fees, fax, postage, and copies into a single flat fee of \$200. However, if our attorney must travel any significant distance to meet with the organization, for instance to assist with the Organizational Meeting or to present the Educational Seminar, we charge \$75 per hour and 50.5¢ per mile for that travel. There is also an additional \$60 per hour “overtime” charge for meetings, seminars or travel that are scheduled after regular work hours in evenings or on weekends.
- 3. ADDITIONAL WORK:** We would be very glad to provide other legal services for you, as well. Please tell us if our help is needed on issues beyond the scope of the basic organizational issues related to our New Nonprofit Corporation Package, such as writing or reviewing contracts, employment and personnel issues, negotiating or advising regarding leases or real estate transactions, conflict mediation or issues involving other organizations. We charge separately for these extra legal services.
- 4. PAYMENT SCHEDULE:** To help nonprofit groups with limited funds, we ask for payment of *half* the total fee when we begin working for your nonprofit organization. The remainder is due within 60 days. However, special payment terms are available on request. Interest charges of 18% per annum or 1.5% per month will be charged on any amount not paid within the terms of your Payment Agreement.
- 5. OTHER SERVICES:** *We would be glad to help your group apply for 501(c)(3) Federal Tax Exempt Status. This service is not included in our New Nonprofit Corporation Package because many groups choose to wait before applying and some groups decide not to apply at all.*