

# Arlington LAW GROUP

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## BUSINESS SERVICES AND PRICING

Our law firm charges flat fees for basic corporate matters, including packages for new businesses, and an hourly rate for more complicated matters. Our current fixed rate fees are as follows:

### New Businesses

- **Business Consultation Session** **\$420.00**
  - Initial sixty (60) minute consultation session for a new or recently formed business to discuss choice of entity (LLC vs. Corporation), tax planning, licenses, insurance, employees, contractors, leases, etc.
- **D.C., Maryland or Virginia LLC Organization and Operating Agreement**
  - **Single-Member LLC** (\*) **\$1,500.00**
  - **Multiple-Member LLC** (\*) **\$2,500.00**
  - Includes: Business Consultation Session, Articles of Organization, Operating Agreement, Company Seal, Membership Certificate(s), Federal Tax Identification Number, instruction letter for obtaining business license and other necessary licenses and registrations in the selected jurisdiction.
- **D.C., Maryland or Virginia Incorporation** (\*) **\$1,800.00**
  - Includes: Business Consultation Session, Articles of Incorporation, Bylaws, Initial Written Consent, Statement of Incorporator, Corporate Seal, Share Certificate(s), Federal Tax Identification Number, instruction letter for obtaining business license and other necessary licenses and registrations in the selected jurisdiction.
- **Buy-Sell Agreement for Corporation or Limited Liability Company** **\$1,800.00**
  - Includes: Meetings with business owners to negotiate and discuss the terms of the buy-sell agreement/multiple-member operating agreement, drafting, and up to two (2) rounds of post-drafting discussion and/or requested revisions prior to signing by the business owners.
- **Non-Profit Corporation Tax Exemption Registrations**
  - After incorporating a non-stock or non-profit corporation, we can assist with the filing of a Form 1023-EZ in order to obtain 501(c)(3) tax-exempt status with the IRS. The 1023-EZ is available for many small non-profits with gross receipts of \$50,000 per year or less. **\$1,000.00**
  - For larger 501(c)(3) tax-exempt companies, and community organizations looking to obtain 501(c)(4) tax exempt status, we can provide assistance filing

the full Form 1023. The time involved varies based upon the organization, and we can provide an estimate after consulting with you. **\$420.00/hour**

### **Existing Businesses**

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- **Small Business “General Counsel Gold” Retainer** **\$700.00/month**
  - Up to two (2) hours per month of legal services (an \$840.00 value).
  - Ten percent (10%) discount on all other services (not including fixed fee matters, filing fees or expenses).
  - Twelve (12) month commitment.
- **Small Business “General Counsel Silver” Retainer** **\$350.00/month**
  - Up to one (1) hour per month of legal services (a \$420.00 value).
  - Five percent (5%) discount on all other services (not including fixed fee matters, filing fees or expenses).
  - Six (6) month commitment.
- **D.C., Maryland or Virginia Foreign Corporation or LLC Registration** (\*) **\$990.00**
  - For businesses that were incorporated or organized in another jurisdiction but plan to do business in Virginia, Maryland or the District of Columbia. A “foreign” entity filing is required in such jurisdiction.
  - Includes: Obtain certificate of good standing from home jurisdiction, prepare and file Foreign LLC or Corporation application materials in D.C., Maryland or Virginia.
- **D.C., Maryland or Virginia Entity Reinstatement** (\*) **\$990.00**
  - If your business entity registered in D.C., Maryland or Virginia is not in good standing, then we can prepare and file the appropriate documents required to reinstate your entity and bring it back into good standing.
- **D.C., Maryland or Virginia Fictitious Business Name Filing** (\*) **\$420.00**
  - All businesses doing business under a name other than their full corporate or LLC name need to register their trade name prior to using it.
- **Virginia Registered Agent Service** **\$195.00/year**
- **Other business matters, including contract review and drafting, commercial lease review and drafting, employment law matters** **\$420.00/hour**

(\*) Our listed fees do not include the District of Columbia Department of Consumer & Regulatory Affairs, Maryland State Department of Assessments and Taxation or Virginia State Corporation Commission filing fees. For forming an entity, these fees vary based upon the number of shares outstanding for an incorporation of a Corporation, and start at \$75.00 for Virginia, \$170.00 for Maryland and \$99.00 for D.C. The fees for organization of a Limited Liability Company are approximately \$100.00 for Virginia, \$150.00 for Maryland and \$99.00 for D.C. The fees for a Fictitious Business Name filing are between \$10 and \$20 depending upon the type of entity for Virginia, \$55 for D.C. and \$75 for Maryland.