



SCOPE OF SERVICES

COMMITMENT	
Plan Year	12 Months, with automatic renewal
Cancellation	While you can cancel any time, we encourage clients to remain on the plan for at least 12 months to realize the full benefits for Access+.
Cancellation True-up	A one-time true-up payment may be owed if the total fees paid during a Plan Year is less than the pro-rated use of projects.
MONTHLY FEE	
Payment	1 st of each month by ACH
Advances	Filing fees and other out of pocket costs are paid separately by ACH
PROJECTS	
Usage	The specific number of projects specified for an Access+ plan is for each Plan Year, subject to the rollover described below. Projects may be used at any time throughout the Plan Year. We track usage during the Plan Year.
Rollover	Unused projects during a Plan Year will be rolled over to the next Plan Year; provided, however, the maximum number of available projects at the start of a Plan Year will not exceed 2x the number of projects available in your particular Access+ plan.
Classification	<p>As each legal need arises, we determine the initial classification and evolution of the project.</p> <p>Examples of Minor Projects are standard employment agreements, contract reviews with no negotiations, and single-owner entity formations.</p> <p>Examples of Major Projects are management services agreements, commercial lease review and negotiations, draft/review letter of intent and negotiations, and multi-owner entity formations.</p>