



Arden Law Firm, LLC

Cedulie Laumann, Esq.
Licensed in MD

Small Business Formation Package (for profit)

Individual, Single Member	\$725*
2-3 Initial Members	\$850*
4 + initial Members:	\$1,250*

Arden Law Firm, LLC / Attorney Cedulie Laumann provides the following business formation services for this flat fee:

- Meet with you (by telephone or in-person) and help analyze your business goals and entity type
- Research trade name availability for your business (*in-state search of trade **names** does not include a recommended search of any Federal or State trademarks*).
- Prepare & file initial Articles with the State
- Prepare an Operating Agreement (Bylaws if you select a corporate entity)
- Assist with federal tax set-up (securing EIN, filing to select entity tax type)
- Assist with state tax set-up (sales & use tax, filing CRA)
- Prepare first organizational meeting minutes
- Provide an official "company record book"
- Provide stock or member certificates
- Prepare organizational meeting minutes
- Prepare & file an additional trade name applications if the business will use an alternate name
- Attend initial organizational meeting (at law firm during business hours);
 - *add \$50 for evening appointment after 6:00pm;*
 - *Off-site meeting (within 20 mi. radius from law firm) will add \$150*

***Note: Flat fee includes all attorney fees. Client pays actual gov't filing fees (generally \$150, after 2/1/2016 \$154.50) Attorney will expedite filing and with no additional legal fees for "rush" service of Articles if desired. Filing for county traders' licenses available (where appropriate) at \$50 per license plus actual government licensure fees.**

I/We have read the above, had the opportunity to ask questions and wish to hire Arden Law Firm, LLC / Attorney Cedulie Laumann to form a Limited Liability Company according to the "Small Business Formation Package" terms specified above. I understand that no fee is set by law and agree to the rate(s) described above. If legal services not included in this package are requested, client will be charged at standard hourly rates (\$200/hr for Managing Atty) unless otherwise agreed.

Signature . Print name: _____ Individually and on behalf
of _____ (business name)