

The Firm Flexible Plan



PENLOULEGAL

Common Sense Peace of Mind For The Legal Industry

TO BENEFIT FROM THE SERVICES OF THIS PLAN

STEP 1 - REGISTER

Registration with PenLouLegal affords you the use of our services as needed on a quarterly or annual year-round basis. Once registered, you can begin to send us work assignments to assist you.

STEP 2 – LOG-INTO YOUR PENLOULEGAL DESIGNATED CLIENT PORTAL

Upon your online registration with the registration fee received, an invitation email will be sent to you to access our Client Portal with self-guided instructions and selective forms to complete and start sending us work!

STEP 3 – MONTHLY BILLING

A monthly billing invoice will be generated and uploaded to your Client Portal including an email message attaching the monthly invoice. All payments are due in full within Seven (7) business days from the submitted Invoice date.

THE FIRM FLEXIBLE PLAN OVERVIEW

This Plan is designed for general practice law firms seeking to outsource legal support back-up work firm needs assistance with for all firm determined practical purposes.

This Plan is complimented with advanced legal support services and requires a minimum Three (3) Months registration and engagement. Plan is renewable on a quarterly or annual basis.



IN-OFFICE WORK HOURS | OFF-SITE WORK HOURS

PENLOULEGAL SUPPORT MEMBERS AVAILABLITY

- Twenty-Five (25) Hours Monthly In-Office Work
- Thirty (30) Hours Monthly Off-site Work

Monthly Hours Provided Under the Firm Flexible Plan (FFP)

METHODS OF PAYMENTS

BY CHECK - MAILING

Payable to: PENLOULEGAL

For all Monthly Flat Fee Questions

Please contact the office directly

Email theoffice@penloulegal.com



617.681.8861

ONLINE PAYMENT VIA CLIENT PORTAL

USING CREDIT CARD VISA / MASTERCARD / AMEX

PENLOULEGAL EIN# 99-0954614

Please note any payment made and returned due to insufficient funds, client will incur an additional \$25 fee.