

The Notorious Projects 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 NOTORIOUS PROJECTS PLAN OVERVIEW

This Plan is designed for law firms in need of administrative organization or solo practitioner(s) in need of self-organized and office organized projects assistance. Projects such as Binder(s) preparation of active and closed cases documenting all relevant case relevant information. Trial; Depositions; Medical Records Index; Manual and Digital Transcripts Record Management. Firm library organization review and subscription updates by relevant editions & volume of books on shelves by practice and other firm subscriptions. Webinar, Seminar Attendance Informational Binders; Continuing Legal Education & Social Annual Conference Attendance Binders. Manual in-office general filings classifications and digital filing systems organization for easy retrieval access using basic Microsoft Word or advanced Firm selective database system software. General office calendar management and uniform firm organization etiquette applications system.

This Plan is complimented with general legal support services and requires a minimum quarterly registration and engagement. Plan is renewable on a quarterly or annual basis.



IN-OFFICE WORK HOURS | OFF-SITE WORK HOURS

PENLOULEGAL SUPPORT MEMBERS AVAILABILITY

- Twenty (20) Hours Monthly In-Office Work
- Ten (10) Hours Monthly Off-site Work

**Monthly Hours
Provided Under the
Notorious Projects
Plan (NPP)**

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.