

The Devil's in The Details 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 DEVIL'S IN THE DETAILS PLAN OVERVIEW

This Plan is designed for small size law firms and solo practitioner(s) specializing in Estate Planning and Probate Administration. This plan includes required traveling for new intakes to client(s) home, nursing facilities and in-office. Estate Plans flowcharts preparation for new and updated Estate Plans. Registry documents simplifying. Preparation of probate forms and filing including all probate procedural steps from inception to completion.

This Plan is complimented with advanced paralegal support services and requires a minimum annual registration and engagement. Plan is renewable on a annual basis.



IN-OFFICE WORK HOURS | OFF-SITE WORK HOURS

PENLOULEGAL SUPPORT MEMBERS AVAILABILITY

- Twenty (20) Hours Monthly In-Office Work
- Thirty Five (35) Hours Monthly Off-site Work

Monthly Hours Provided Under the Devil's in The Details Plan (DTDP)

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.