The Commonwealth 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 COMMONWEALTH PLAN OVERVIEW

This Plan is designed for the Commonwealth of MA government contracts seeking professional administrative and legal support services including management coordination of citizens' related affairs, projects and logistics planning for its affiliated entities.

This Plan is complimented with general to advanced legal support management services and requires a minimum annual registration and engagement. Plan is renewable annually or as can be customized.

IN-OFFICE WORK HOURS │ OFF-SITE WORK HOURS

PENLOULEGAL SUPPORT MEMBERS AVAILABLITY

- Two Hundred (200) Hours Monthly Off-site Work Services.
- Ten (10) Hours Monthly Zoom Conference Calls, Meetings & Reporting Updates.

Monthly Hours Provided Under the Commonwealth Plan (TCP)

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.