



THE LAW OFFICE OF
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REFERENCE RATES

The following rate information is provided as a reference, and reflects the fees charged under most circumstances. These rates do not constitute a contract for services; all fees—and in particular, hourly fees—may be adjusted in response to your circumstances to reflect the particular complexity of your matter, the urgency of your need (including whether it requires that we reschedule other matters), and the need to bring additional resources on-board to address your issues. Attorneys and established clients may receive courtesy discounts. Your rate(s) will be established and agreed upon in a written Fee Agreement before work commences.

REAL ESTATE TRANSACTIONS:

*Due to changes in real estate financing law, I no longer handle residential closings.
 For real estate closings, I recommend Attorney Mark Chiarello, (336) 283-0331.*

Title Search, hourly (hourly, 0.10 hr. increments; \$50 minimum)\$225
Recording Fees and Document Expediting charged at actual cost.

ESTATE PLANNING¹

Basic Estate Planning (single person, no advanced tax planning required).....\$575
 Basic Estate Planning (married or domestic partners; no advanced tax planning required).....\$950
 Codicils (where appropriate) from \$350
 Trusts (varies with need and complexity) from \$1,500

OTHER PERSONAL DOCUMENT PREPARATION

Conveyance (Real Property) Deed Drafting²\$125
 Powers of Attorney (one person)³\$125
 Legal Name Change (other than in divorce)⁴.....\$375

BUSINESS DOCUMENTS⁵

Formation of Limited Liability Company (Articles of Organization)⁶\$375
 LLC Operating Agreements from \$1,200
 Incorporation (Articles of Incorporation)\$350
 Bylaws, Shareholder Agreements, Key Employee Agreements, Employee Handbooks,
 Policies & Procedures, Handbook/Policy Review, etc.Hourly⁷

GENERAL FEES

Initial Consultation (litigation assessment or a specific minor matter⁸)\$50 min.
 Litigation, Document Review, General Legal (hourly, 0.10 hr. increments)⁹.....\$250

BILLING POLICIES, IN BRIEF

- *Drafting (including estate planning) is billed 50% at engagement (earned on presentation of drafts), and 50% on presentation of drafts (earned on the earlier of execution or 28 days after presentation of drafts). Fees for documents to be executed elsewhere are deemed earned on presentation of drafts.*
- *Most hourly work will require payment of a retainer deposit to trust before work commences.*
- *Travel within Forsyth County is complimentary. Travel to other destinations is billed at the prevailing IRS rate, or \$0.50/mile, whichever is greater. Depending on the nature of the matter, travel charges to adjacent counties may be waived.*
- *Cash, Check, MasterCard, Visa, Discover, and American Express cards accepted.*
- *See the document Billing Policies & Procedures for more information on attorney billing.*

¹ Estate planning fees are generally payable to trust in advance. Fees are deemed earned 50% on presentation of draft documents, with the balance deemed earned at execution or four weeks after presentation of drafts, whichever occurs first. Basic package includes: Will, Power of Attorney, Health Care Power of Attorney and Advance Directive. Recording and registration fees are additional.
² Deed drafting includes nominal title research to confirm referenced prior deeds, plats, etc.; title opinions for title insurance will require chargeable research, which is generally billed at the Reference Rate.
³ Recording fees are currently \$26 for the first 15 pages.
⁴ Filing fees and costs for background checks and fingerprints are additional. Inquire for current costs.
⁵ Filing fees are in addition to the fees charged for legal services. Fees include basic consultation about organizational structure; where extensive consultation is required, fees will be based hourly, and registration or drafting of documents will be billed based on time spent.
⁶ Includes function as Registered Agent for Service for the first year.
⁷ Hourly at the Reference Rate, or as negotiated in advance.
⁸ Initial consultations for new clients with new matters only, \$50 minimum. All other fees billed based on decimal hours (6-minute blocks). The attorney reserves the right to waive initial consultation fees on a case-by-case basis.
⁹ Paralegal and administrative time are charged at lower rates. Costs may be additional.

This rate sheet supersedes all earlier-dated or undated lists for new work. Effective 7/1/2018.