

## **My Lawyer in Vegas Annual Program Scope**

**During our year together, we will cover the following topics (approximately one per month):**

1. Kick off call to capture basic company information and priorities (via Zoom; please be prepared to screen share inside your programs and onboarding process)
2. Review website policies and begin work on highest priority items identified in the kick off call
3. Review of marketing messages and selling processes
4. Review client agreements and processes to ease collection issues and prevent chargebacks to the extent possible
5. Review of content protection options
6. Review of program name protection options. Trademark registration is a separate engagement.
7. Review of team agreements. This program does not include specific employment law or human resources advising and you are encouraged to purchase one of many available HR services from a third party provider
8. Review of corporate formalities and asset protection discussion for founder
9. Review of legacy issues including structuring company for sale if desired.

**This program includes:**

1. Monthly support by email as needed;
2. Monthly phone call as needed;
3. Review of agreements and drafting of minor revisions as needed to existing contracts;
4. Up to one chargeback response, cease and desist, or new contract review per month.

**This program does not include:**

1. Substantive drafting of contracts (except program agreements) from scratch;
2. Litigation;
3. Partnership or corporation negotiation or setup;
4. Certification drafting;
5. Intellectual property registrations.

The purpose of the program is to have a holistic legal review and upgrade of your existing operations with guidance for the future, as well as reasonable access on a monthly basis to a lawyer. We will always notify you in advance if we expect you to incur additional charges, which are usually billable at an hourly rate of \$350 USD.