

## Corporate Governance SERVICES

- *When did your Company last hold a Board meeting?*
- *Are your Company's corporate books a mess?*
- *Is your Company neglecting to fulfill its most basic corporate maintenance responsibilities?*

The *CommLaw* Group and our affiliated consulting arm, The *Compliance* Group, can help any business – large or small, new or established, privately-held or publicly-traded – stay on top of the full range of corporate governance, oversight and compliance obligations.

Our flat-rate and affordable, by the hour Corporate Governance Services help businesses of all sizes and shapes address the expanding marketplace expectations relating to their corporate oversight responsibilities. We advise boards of directors, board committees and corporate management on a variety of corporate governance matters. We take great care to handle minutes, annual corporate and entity maintenance and other corporate formalities and governance responsibilities. We also assist with managing your corporate secretarial functions, regardless of your organization's size or complexity.

Consistent with our firm's goal of delivering the broadest range of legal and paraprofessional services to clients at affordable and predictable prices, we are excited to introduce you to the following menu of low-cost and flat-rate Corporate Governance Services:

### MENU OF LOW-COST & FLAT-RATE CORPORATE GOVERNANCE SERVICES

Service Type	Description	A La Carte	Subscription
<b>General Compliance Review</b>	<ul style="list-style-type: none"> <li>• Review existing compliance processes to determine what is lacking and what is required, if anything, to become and remain compliant;</li> <li>• Work with internal staff, if available, to prepare calendar of due dates for various federal and state corporate/business registration requirements;</li> <li>• Work with internal staff, if available, to ensure timely filing of quarterly/annual corporate/business registration and reporting requirements to federal and state agencies;</li> <li>• Work with internal staff, if available, to respond to legal inquiries from official and semi-official agencies and process return correspondence;</li> <li>• Present to management realizable cost-savings that may become apparent while performing requested work.</li> </ul>	\$300 per Review	\$1,500 Annual Fee, Payable One-time or Quarterly

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Service Type	Description	A La Carte	Subscription
<b>Corporate Governance</b>	<ul style="list-style-type: none"> <li>• Board/Shareholders resolutions preparation;</li> <li>• Confirm that essential governance mechanisms are in place to meet SEC and Exchange requirements;</li> <li>• Create Committee Charters, Corporate Governance Guidelines and By-Laws;</li> <li>• Create, update and maintain corporate organizational charts;</li> <li>• Implement D&amp;O changes and maintain board composition records;</li> <li>• Subsidiary formations, registrations and maintenance;</li> <li>• Power of Attorney, Attestation, legalization, notarization and apostille preparation;</li> <li>• Shareholders ledger and minute books maintenance.</li> </ul>	\$100/Hour	\$700/Month or \$2,000/Quarterly
<b>Board Meeting Preparation and Coordination</b> (Quarterly & Annual)	<ul style="list-style-type: none"> <li>• Prepare calendar of board meeting dates based on corporate by-laws;</li> <li>• Send out meeting date reminders to board members and arrange logistics for meeting venue, if requested;</li> <li>• Disseminate time-line of deliverables and required inputs from various constituencies to prepare board books in an efficient and timely manner for on-time delivery to board members 3 days prior to meeting date;</li> <li>• Arrange for professional duplication of board books and overnight shipment to board members;</li> <li>• Attend meetings and act as scribe or secretary to prepare meeting minutes for the corporate record books;</li> <li>• Distribute board meeting minutes to Company General Counsel within 3 days of meeting date adjournment.</li> </ul>	\$100/Hour	\$750 per Board Meeting

### Corporate, Contracts and Commercial Transactions

<http://www.commlawgroup.com/practices/14-corporate-contracts-commercial-transactions>

Over the years, The *CommLaw* Group has represented clients at all stages of their business development, from formation to governance, business dealings and transactions, compliance and reporting, state and local taxation and various levels of capital formation and dissolution. We assist clients with contract negotiation, drafting, review, interpretation, defense and enforcement as well as asset management, transfers of control including mergers and acquisitions and other corporate restructurings. We are dedicated to providing the highest degree of professional commitment to meet the diverse business and corporate needs of our clients in a cost-effective manner.

In addition to the Corporate Governance Services detailed above, together with The *Compliance* Group we now offer domestic and foreign Corporate and LLC registration and withdrawal services at professional rates rivaling those of major online document preparation services, including LegalZoom™ and others.

S-Corp - Incorporation	LLC Formation	Foreign Corporation Registration	Foreign LLC Registration	Corporate Withdrawal	LLC Withdrawal
<b>\$150 flat rate*</b> (plus State Fees)					

\* Pricing excludes: (1) state or governmental fees & expenses including certificates of good standing; (2) post-incorporation, registration requirements such as annual report fees, statement of officers fees or corporate taxes; (3) remediation of any matter considered pre-requisite to governmental approval or acceptance of filing, such as, but not limited to tax clearance.

Contact **Jonathan S. Marashlian** at 703-714-1313 or email: [jsm@commlawgroup.com](mailto:jsm@commlawgroup.com) for a free, no obligation consultation to discuss your company's Corporate Governance compliance needs.