

START-UP PACKAGES FOR SMALL BUSINESSES

When you are starting a new business, you have many decisions to make. **Waller Smith & Palmer** can help you with the legal decisions you need to consider, including the type of legal entity that is best for your business and how to best protect yourself and the business. Instead of securing legal documents from a commercial website without the benefit of professional legal advice, our attorneys can meet with you and provide advice concerning your plans and prepare the legal documents you need. In order to make the process easier for you, **Waller Smith & Palmer** has put together Start-Up Packages for Small Businesses to help you efficiently and affordably begin your business. Contact **Ellen Brown** or **Karl Sternlof** to set up an initial consultation about your business. There is a consultation fee of \$175 which is included in the cost of standard packages.

STANDARD PACKAGES

I. Connecticut Limited Liability Company

Single Member: \$550, plus filing fees;

Two or Multiple Members: \$750, plus filing fees

- Initial consultation, including review of business plan
- Selecting and securing your business name, including registration with the CT Secretary of the State and consideration of domain name and trademark protection
- Preparation and filing of Articles of Organization
- Preparation of basic Operating Agreement
- Instruction Letter

II. Connecticut Corporation

\$950, plus filing fees

- Initial consultation, including review of business plan
- Selecting and securing your business name, including registration with the CT Secretary of the State and consideration of domain name and trademark protection
- Creation of Connecticut corporations (C-Corporation or Sub-S Corporation)
- Preparation of corporate bylaws
- Preparation of minutes for meeting of incorporator
- Preparation of organizational meeting of board of directors
- Obtain Company Seal and or minute book
- Instruction Letter

III. Services That Are Not Included in the Standard Packages

We can provide the following services for modest additional fees

- Obtaining Employer Identification Number (EIN)
- Registration with the Connecticut Department of Revenue Services
- Registration with the Connecticut Department of Labor

IV. Other Documents and Services

There are other issues you may need to consider in operating your business and protecting yourself and the business assets. At your initial consultation, we can discuss these. If you decide to retain us for these additional services, we will work to provide legal assistance to you that is practical, efficient, and cost effective.

Other issues you may need to consider include:

- Confidentiality Agreement
- Inventions Agreement
- Non-Compete Agreement
- Employment/Consulting Agreement
- Trademark Application
- Patent Application