

# THE LEGAL Solution

FOR SMALL BUSINESS™

**1 Acting as Resident Agent<sup>1</sup>**  
Hutchison & Steffen will file the necessary documents to be designated as your company's resident agent in Nevada. Therefore, Hutchison & Steffen will be served with legal documents that may affect or impact your rights, including lawsuits. Those documents will then be forwarded to you with an explanation of what the documents mean and our recommendations on how to proceed.

**2 Consulting for one hour each month**  
This service provides access to a qualified attorney (for up to one hour per month) to address whatever legal issues may be plaguing your company. These meetings may occur at our offices or over the telephone, based on your preference.

**3 Renewing and consulting on one simple contract each month (2 pages or less)**  
Hutchison & Steffen will review contracts BEFORE you put pen to paper, including explaining the material terms of the agreement and further advising you of any areas of concern that may be germane to your business operations.

**4 Drafting one demand letter or cease and desist letter each month**  
Whether you are seeking to collect on a debt, enforce a contract, or make an offer to settle a dispute, those communications carry more weight when generated by your legal counsel.

**5 Handling one speeding ticket each month<sup>2</sup>**  
Let Hutchison & Steffen handle speeding tickets of your owners and/ or employees and alleviate the stress of having to dedicate your precious resources to dealing with this nuisance yourself.

**6 Preparing and filing of Articles of Organization or Articles of Incorporation with Nevada's Secretary of State<sup>1</sup>**  
Hutchison & Steffen will prepare your company's initial articles of organization (if you elect to operate as a limited liability company) or articles of incorporation, and file them with Nevada's Secretary of State.

**7 Updating corporate status with Nevada's Secretary of State, as needed<sup>1</sup>**  
Hutchison & Steffen will file the necessary documents to maintain your company in good standing with the Secretary of State on an annual basis and will further update your corporate status with any changes you may have between annual filings.

**8 Preparing annual corporate minutes**  
Let Hutchison and Steffen draft and maintain your annual meeting minutes to strengthen the corporate veil protections to individual liability afforded by your company.

**9 Ensuring compliance with mechanic's liens laws<sup>3</sup>**  
If your company is in the business of providing goods, materials, equipment, or services to residential or commercial construction projects,

Hutchison & Steffen will assist your company to comply with statutory requirements to perfect your company's interest in a mechanic's lien after making a preliminary determination that your scope of work qualifies for such a lien. A perfected mechanic's lien may give you the right to foreclose on real property to satisfy any outstanding monies you are owed for your goods, materials, equipment, or services.

**10 Registering as a foreign company doing business in another state<sup>4</sup>**  
If your company transacts business in another state, it should legally register to do business in that foreign state. Failure to do so may result in the loss of your company's right to sue in that foreign jurisdiction or to raise certain defenses in response to someone who sues your company there. Let Hutchison & Steffen register your company in another state so that these rights are protected.

HUTCHISON & STEFFEN  
ATTORNEYS

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Services not used in a calendar month cannot be carried forward to the following month. Any services performed outside of the scope of the listed services will be performed at reduced hourly rates and will be billed and paid monthly.

<sup>1</sup>Client is responsible for paying any filing fees charged by the Secretary of State. <sup>2</sup>This service is limited to one speeding ticket per month and does not include the adjudication of DUI's or any other criminal driving infractions. <sup>3</sup>The service and filing requirements under Nevada's Mechanic's Lien law are finite and draconian. Our firm must be apprised of any project at or close to the start of any project on which you wish your lien to attach in order to effectively assist you with the perfection of your lien. <sup>4</sup>Client is responsible for paying any filing/registration fees charged by another state.

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Hutchison & Steffen is committed to making big law firm representation accessible to small business owners in our community. Through market research and experience, we have learned that the vast majority of small business owners do not have legal counsel on regular retainer. Cost is the primary reason for failing to keep counsel at hand. Admittedly, larger firms tend to cater more to the large corporations that are able to pay standard hourly rates. These hourly rates, however, are often out of reach for neighborhood business owners, who are, ultimately, the backbone of our local communities.

To provide access to quality legal counsel, Hutchison & Steffen offers an unprecedented package of legal services that our small business clients can use on a routine basis for a fixed, affordable rate. For a monthly fee, a range of legal services will be made available to you. See the program outlined on the reverse side.

For more information, visit [hutchlegal.com](http://hutchlegal.com) or call 702.385.2500.

**HUTCHISON & STEFFEN**  
ATTORNEYS

A FULL-SERVICE, AV-RATED LAW FIRM

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